User's Manual

District Data Submission

Prepared by the
Chancellor's Office
California Community Colleges

February 2004

Table of Contents

The District Data Submission User Manual

Overview 3
Roles and Responsibilities 4
Who to contact for help 4
Detailed Description of Data Components 5
Key Submission Dates 6
Submission Preparation 7
Preparing data files for submission 8
Data File Program Matrix 8
TX File Preparation 9
Requirements for submitting district data to the submission server 14
Submitting your data to the Chancellor's Office 15
Checking the Data Submission Status 25
View Data Submission History 28
Reviewing Syntactical and Referential Reports 32
Requesting load of data to the COMIS Database 38
Downloading Post Processing Data Files 39
Reviewing Analysis Reports 46
Reviewing Annual Headcount Reports 51
Appendix A Submission Timeline 55
Appendix B TX File Layout 56
Appendix C Java Applet 59
Appendix D Referential Files Structure 64
Appendix E General Identification Elements 69
Appendix F Reports 70
Appendix G Submitting Non-term Data 71

The District Data Submission User Manual

Overview

Introduction

The passage of Proposition 13 in 1978 required the State to assume a much greater role in financing the operations of the community colleges, and with this greater State role came a greater State interest in the work of the colleges and how they manage their resources.

Additionally, the changing demographics of the student population, the greater emphasis on vocational courses of study, and the larger role played by non-credit and remedial programs triggered legislative and executive branch interest in the mission of the community colleges.

Implementation of COMIS

The Chancellor's Office Management Information System (COMIS) was implemented in 1989/90 to address the issues stated above. The new system was designed to meet the following needs:

- Accountability and outcome information
- Data integration
- Consolidated data collection
- Flexibility to answer Ad Hoc requests
- Elimination of hardcopy reporting
- Ability to provide longitudinal tracking

Implementation Timing

The COMIS was implemented in two phases; Phase I in 1989/90 and Phase II in 1992/93 - both funded by the Legislature, with funds dispensed to districts through a grant process. As a condition of receiving the grant funds, districts certified that they would fully implement the collection and reporting requirements of COMIS, pursuant to the standards adopted by the Chancellor's Office as specified in the MIS Data Element Dictionary. Participation is required of all 72 districts (108 colleges).

Continued on next page

Data Components of COMIS

Data are submitted to COMIS by the districts/colleges over the course of an academic year. The data files submitted cover the following areas:

- Student Characteristics
- Student Course Activity and Outcomes
- Course Inventory
- Staff Inventory
- Staff Workload
- VTEA, DSPS, SF, EOPS, Calendar

Process Components of COMIS

- Syntactical and referential edits
- Detailed Edit and Load reports generated and posted to the Web
- Year-to-year comparison reports posted to the Web
- Letter generated indicating percentage changes between years
- District Data loaded to COMIS database

Roles and Responsibilities

District/College MIS	Chancellor's Office MIS
• Chief Information Systems Officer • Data Analysts • Research Analysts • IT Staff • Program Specific Staff	• Management Information Services Staff

Who to contact for help

MIS Data Submission Questions	**Debbie Toner**	**Email: debbie.toner@cccco.edu** **Phone: (916)-327-5903**

Detailed Description of Data Components

Below is a list of data files, with a brief description, that are submitted to COMIS by districts/colleges. The full reporting domain descriptions can be found in the Data Element Dictionary under "Data Reporting Timelines, Domains and Formats".

Data File	Description
Student Basic	Demographic information
Student Enrollment	One record for every enrollment
Course	One record for each course listed in college catalog or supplement to catalog
Section	One record for every section offered at the college
Session	One record for every session offered at the college
Assignment	One record for each assignment as they relate to the session data records
Student Matriculation	One record for each CREDIT student
Student Disability Programs & Services (DSPS)	One record for each disabled student who is identified and/or served and has completed registration
Student Extended Opportunity & Services (EOPS)	One record for each student served by Extended Opportunity Programs and Services
Student Precollegiate Basic Skills	One record for each student enrolled in 1 or more PBS courses AND was not in an ESL Course AND is not learning disabled
Student VTEA	One record for each student enrolled in a Vocational Education course
Calendar	One record for each day of the forthcoming academic year, starting with July 1st
Employee Demographic	One record for each employee
Employee Assignment	One record for every employee assignment
Program Award	One record per student for every award received during the prior fiscal year
Financial Aid	One record for each student who is an applicant for financial aid
Assessment	One record per assessment instrument administered

Key Submission Dates

Listed below are the submission due dates for all data files to be submitted to COMIS:

Note: See **Appendix A** for additional information about the Data Submission Timeline.

TERM END Due thirty days after end of term	• Student Basic • Student Enrollment • Course • Section • Session • Assignment • Student Matriculation • Student DSPS • Student EOPS • Student Precollegiate Basic Skills • Student VTEA • Employee Demographic (mandatory Fall term 2003)
ANNUAL Due thirty days after end of Spring term	• Calendar
ANNUAL Due September 1st	• Student Program Award
ANNUAL Due October 1st	• Student Financial Aid • Student Assessment
Employee Fall Collection Collection period opens November 1st	• Employee Demographic • Employee Assignment

Submission Preparation

Edit data locally prior to submission

Data files are to be submitted in accordance with established standards described in the Data Element Dictionary under "**Data Reporting Domains and Formats**." Each data file page describes the Reporting Domain, Data Element Names and Numbers, Record Formats and Record Layouts.

All syntactical edit programs used by COMIS are available for use in pre-editing data prior to submission to COMIS. The Chancellor's Office recommends pre-editing data at your local institution as each submission of data to COMIS generates a version number, and the higher the version number the lower you are in the job queue. Using the programs locally allows generation of all errors.

The PC executable pre-submission edit programs are available at the following Web location:
http://www.cccco.edu/divisions/tris/mis/cobol.htm

Each PC executable program has a corresponding Batch file, which may be modified for use at your location. The batch file lists all input and output files. All required Run-Time Input Files are also indicated. Instructions for using the programs can be found in the Readme.txt file.

Importance of Pre-editing your data

Executing the syntactical edits at the District is a big part of getting the submission cleanly through the District Data Submission Process.

- Captures all errors locally.
- Chancellor's Office process only prints the first 100 errors
- Reduce turnaround time for yourself and other districts
- Get analysis reports quickly to appropriate personnel for validation

Submission Preparation, Continued

Data File Program Matrix

Definition

The following table lists each Data File, the timeline, and the corresponding pre-submission edit program for each data file. The development programs will be implemented on August 19, 2002.

TERM END

Data File	Current (PC) COBOL Programs	Development (DV) COBOL Programs
Student Basic	SBEDITPC	
Student Enrollment	SXEDITPC	
Course	CBEDITPC	
Section	XBEDITPC	
Session	XBEDITPC	
Assignment	XBEDITPC	
Student Matriculation	SMEDITPC	
Student DSPS	SDEDITPC	
Student EOPS	SEEDITPC	
Student Precollegiate Basic Skills	PSEDITPC	
Student VTEA	SVEDITPC	
Employee Demographic	EBEDITPC	

ANNUAL

Data File	Current (PC) COBOL Programs	Development (DV) COBOL Programs
Calendar	CCEDITPC	
Student Program Award	SPEDITPC	
Student Financial Aid	SFEDITPC	
Student Assessment	SAEDITPC	

Fall Collection

Data File	Current (PC) COBOL Programs	Development (DV) COBOL Programs
Employee Demographic	EBEDITPC	
Employee Assignment	EJEDITPC	

TX File Preparation

Definition

The TX file captures information required for processing your district data.

- Submission year
- District ID
- Type of submission
  - Term End (semester or quarter), (winter, spring, summer or fall)
  - Employee (actual or annual)
  - Annual (financial aid, assessment or program awards).
  - Calendar
- Record types
- Number of records for each record type
- District contact information
  - DP Manager
  - Technical contact
  - Data Contact

Note: See **Appendix B** for additional TX file details.

TX File Rules

- Report one record for each data file submitted
- Report the TX file, counting each record including itself
- Records in the TX file do **not** need to be sorted in any particular order.
- If you use a file extension, use must use the same one consistently.
- File extensions are **not** necessary.
- The record count may ***optionally*** be padded with leading zeros.
- Any files not submitted **must not** have a record written in the TX file.

Continued on next page

TX File Rules

The District Data Submission Server will process syntactical and referential edit on all Term End data.

All submitted files must follow the naming convention:

Uddtttff

where

U	is literal character 'U' regardless of type of submission.
dd	is first two digits of district code (GI01)
ttt	is three digit term identifier (GI03)
ff	is two character record code (GI90)

You will be notified by email as to how your submission processed.

TX File Term End & Extension Rule Sample

Record layout for sample term end **U65973TX.DAT** follows:

```
tx650973cb    3195u65973cbdat
tx650973ps    1035u65973psdat
tx650973sb   12427u65973sbdat
tx650973sd    724u65973sddat
tx650973se    702u65973sedat
tx650973si    157u65973sidat
tx650973sm   11407u65973smdat
tx650973sv    1872u65973svdat
tx650973sx   40407u65973sxdat
tx650973xb    5187u65973xbdat
tx650973tx     11u65973txdatHamre          William   80596505812213
Haskins        John      80596505812451   Seagoe         Martha
80596505812809
```

Continued on next page

Submitting Calendar Data

The District Data Submission Server will process only syntactical edits on all Calendar data. Upon passing syntactical limits your data will automatically be loaded to production **unless** email notification is made to misproject@cccco.edu.

All submitted files must follow the naming convention:

Uddtttff

where

U	is literal character 'U' regardless of type of submission.
dd	is first two digits of district code (GI01)
ttt	is three digit term identifier (GI03)
ff	is two character record code (GI90)

You will be notified by email as to how your submission processed.

Sample Calendar TX File

Record layout for sample calendar **U05980TX** follows:

```
TX050980CC00000365U05980CC
TX050980TX00000002U05980TX  MALLEY       STAN
76075721210006725LATONE     PHILIP
76075721210006730LATONE     PHILIP   76075721210006730
```

Submitting Employee

The District Data Submission Server will process only syntactical edits on all Employee data. Upon passing syntactical limits your data will automatically be loaded **unless** email notification is made to misproject@cccco.edu.

All submitted files must follow the naming convention:

Uddtttff

where

U	is literal character 'U' regardless of type of submission.
dd	is first two digits of district code (GI01)
ttt	is three digit term identifier (GI03)
ff	is two character record code (GI90)

You will be notified by email as to how your submission processed.

Continued on next page

Sample Employee TX File

Record layout for sample employee **U05970TX** follows:

```
TX050970EB00000438U05970EB
TX050970EJ00000619U05970EJ
TX050970TX00000003U05970TX  MALLEY       STAN
76075721210006725LATONE     PHILIP
76075721210006730LATONE     PHILIP   76075721210006730
```

Submitting Annual Data

The District Data Submission Server will process only syntactical edits on all Annual data. Upon passing syntactical limits, your data will automatically be loaded to production **unless** email notification is made to misproject@cccco.edu.

All submitted files must follow the naming convention:

Uddtttff

where

U	is literal character 'U' regardless of type of submission.
dd	is first two digits of district code (GI01)
ttt	is three digit term identifier (GI03)
ff	is two character record code (GI90)

You will be notified by email as to how your submission processed.

Sample Annual TX File

Record layout for sample annual **U05970TX** follows:

```
TX050970SF00001438U05970SF
TX050970SI00000018U05970SI
TX050970SA00001238U05970SA
TX050970SP00000619U05970SP
TX050970TX00000005U05970TX  MALLEY       STAN
76075721210006725LATONE     PHILIP
76075721210006730LATONE     PHILIP   76075721210006730
```

Continued on next page

TX File Layout The Format of the TX (Internet Transmittal File).

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	"TX"	001-002
GI01	DISTRICT-CODE	9(03)	003-005
*GI03	TERM-IDENTIFIER	9(03)	006-008
TX01	TRANSMITTAL-RECORD-CODE	X(02)	009-010
TX02	TRANSMITTAL-RECORD-COUNT	9(08)	011-018
TX03	TRANSMITTAL-FILE-NAME	X(08)	019-026
TX04	TRANSMITTAL-FILE-EXT	X(03)	027-029
TX05	DP-MANAGER-NAME-LAST	X(16)	030-045
TX06	DP-MANAGER-NAME-FIRST	X(10)	046-055
TX07	DP-MANAGER-PHONE-AREA	9(03)	056-058
TX08	DP-MANAGER-PHONE-NUMBER	9(07)	059-065
TX09	DP-MANAGER-PHONE-EXTENSION	X(07)	066-072
TX10	TECH-CONTACT-NAME-LAST	X(16)	073-088
TX11	TECH-CONTACT-NAME-FIRST	X(10)	089-098
TX12	TECH-CONTACT-PHONE-AREA	9(03)	099-101
TX13	TECH-CONTACT-PHONE-NUMBER	9(07)	102-108
TX14	TECH-CONTACT-PHONE-EXTENSION	X(07)	109-115
TX15	DATA-CONTACT-NAME-LAST	X(16)	116-131
TX16	DATA-CONTACT-NAME-FIRST	X(10)	132-141
TX17	DATA-CONTACT-PHONE-AREA	9(03)	142-144
TX18	DATA-CONTACT-PHONE-NUMBER	9(07)	145-151
TX19	DATA-CONTACT-PHONE-EXTENSION	X(07)	152-158
	FILLER	X(42)	159-200

*GI03 - Definition is included in the Users Guide **Appendix E**

Note: See **Appendix B** for additional TX file details.

Requirements for submitting district data to the submission server

Definition

To be able to submit data to the Chancellor's Office District Data Submission Website you must have a valid Username, Password, and an E-mail account.

How to apply for a Username, Password, and an E-Mail account

Contact: Debbie Toner	**Email: debbie.toner@cccco.edu** **Phone: (916)-327-5903**

Submitting your data to the Chancellor's Office

Description

The District Data Submission Site enables each district to:

- Login to the Chancellor's Office secure site
- Identify the type of submission to submit
- Locate, select and transmit submission files to the District Data Submission Server
- Monitor submission progress
- Access syntactical, referential, and analysis reports

Procedure

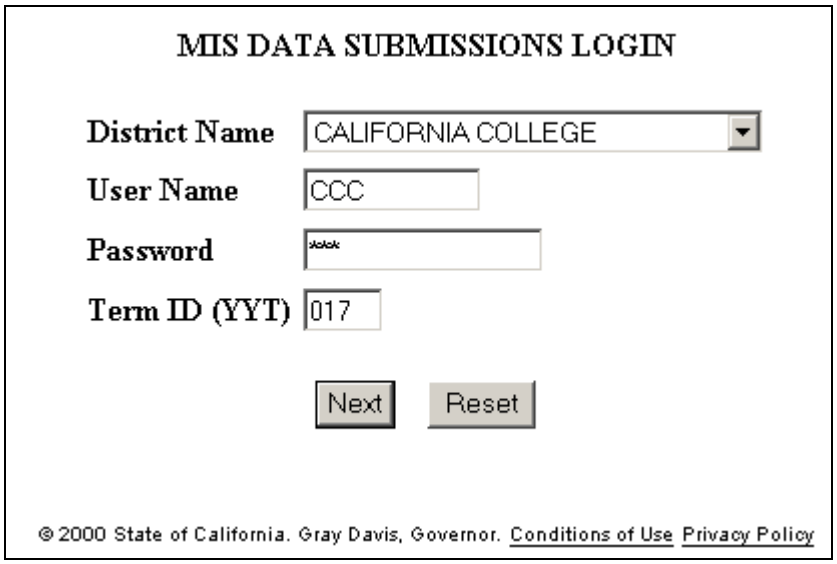
Follow these steps to:

- Access the site,
- Choose the data submission type,
- Select the files,
- Transmit the files.

Step	Action
1	Press the **Data Submission** Link from the Main page. California Home Wednesday, January 15, 2003 Welcome to California HOLLYWOOD Chancellor's Office Home Find a College News Grants Programs and Services Reports Job Opportunities About Us / Agency Related Links Data Mart and Reports CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE Search My CA This Site District Data Submission The information provided here will assist the district in preparing, submitting and evaluating their term-end and annual MIS data to meet the following needs: Eliminate hardcopy reporting Consolidate data collection Data integration Provide longitudinal tracking abilities Provide flexibility to answer Ad Hoc requests Provide common accepted data definitions For Questions or Comments, please contact Debbie Toner MIS Home General Information User's Guide Submission Timeline Data Element Dictionary Syntactical Edit Rules (12/23/02) Referential Edit Rules (10/21/02) Analysis Report User's Guide Memos Data Submission IPEDS SRTK Contact Us District Data Submission and Output Pre-submission Data Edit Data Submission Submission Status Submission History Detail/Summary Reports Analysis Reports Referential Data Files Press **Data Submission** Link.

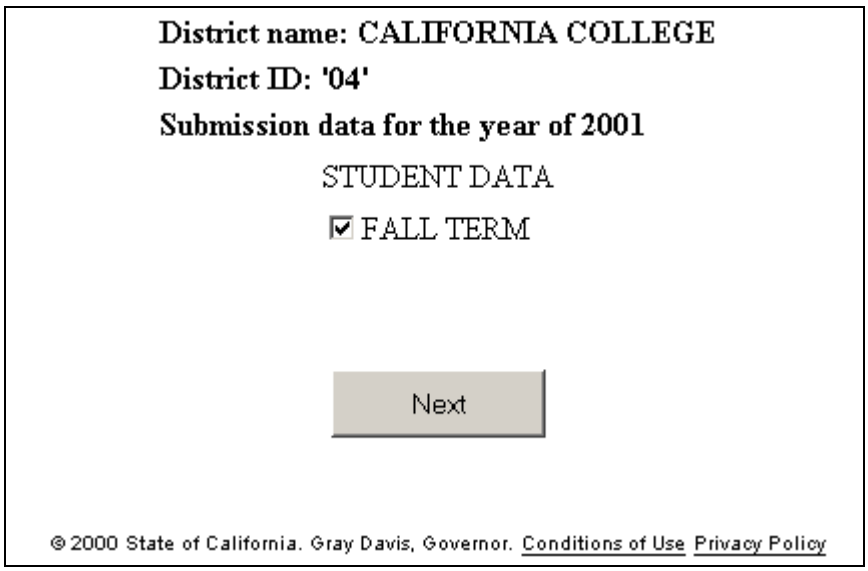
Continued on next page

Procedure (continued)

Step	Action
2	Login to the **MIS Data Submission Site**.  • Choose your **District Name** from the drop down list. • Enter your **User Name** and **Password**. • Enter the **Term Id** of the Term you are submitting. • Press **Next**.

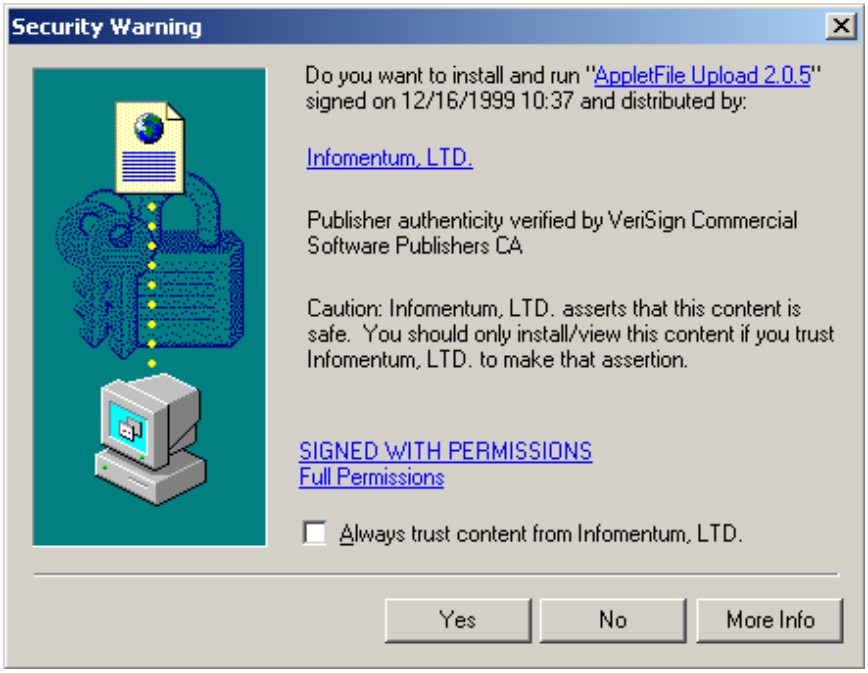
Continued on next page

Procedure (continued)

Step	Action
3	***Result:*** The **Data Submissions File Type** page appears.  • Put a check mark next to the file types you are submitting. • Press **Next**.

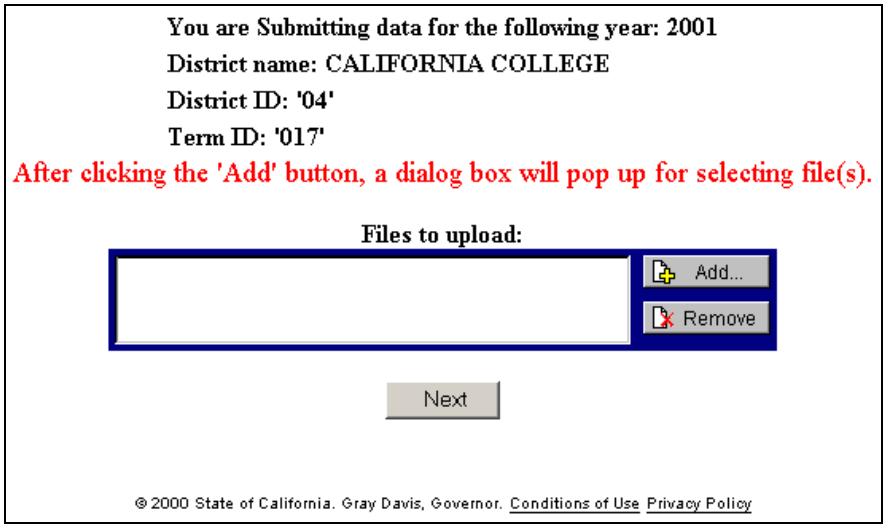
Continued on next page

Procedure (continued)

Step	Action
4	***Result:*** The **Java Applet Installation window** entitled "Security Warning" appears.  ***Note:*** See **Appendix C** for detailed information about AppletFile Upload 2.0.5. • Press **Yes**.

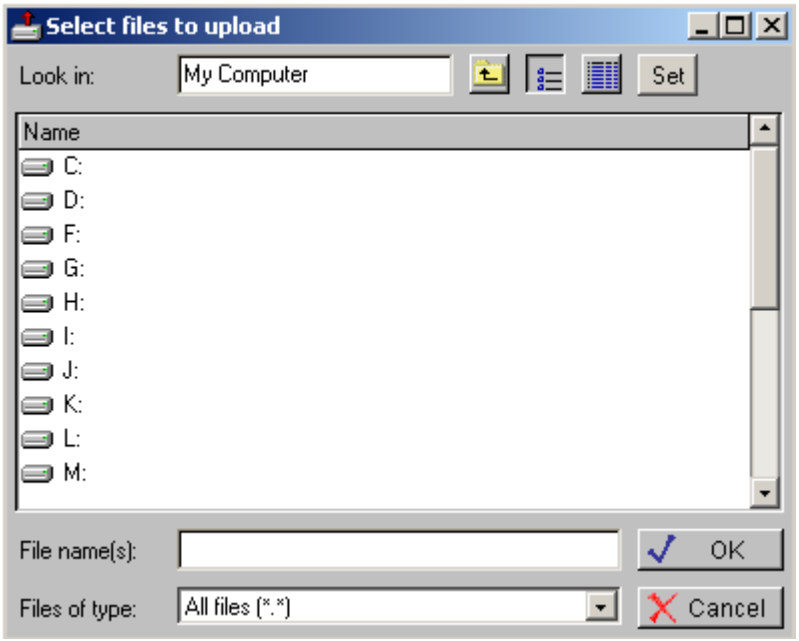
Continued on next page

Procedure (continued)

Step	Action
5	***Result:*** The **Files To Upload** page appears.  Once you see this screen, you are ready to locate the files for your submission. • Press **Add**.

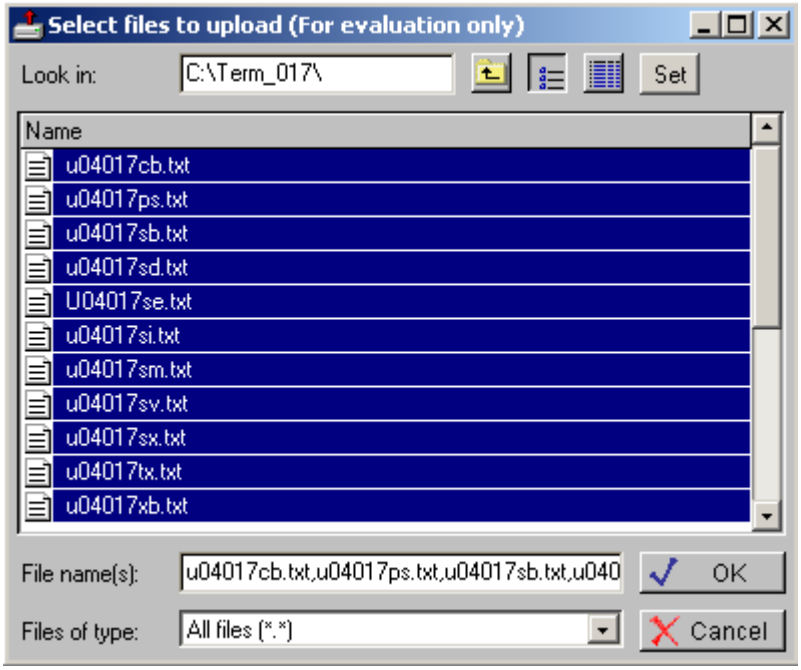
Continued on next page

Procedure (continued)

Step	Action
6	***Result:*** The **Select files to upload** pop-up window appears.  • Type in the desired path or **left-click** on the drive and navigate to the directory that holds the submittal files. • Press **OK.**

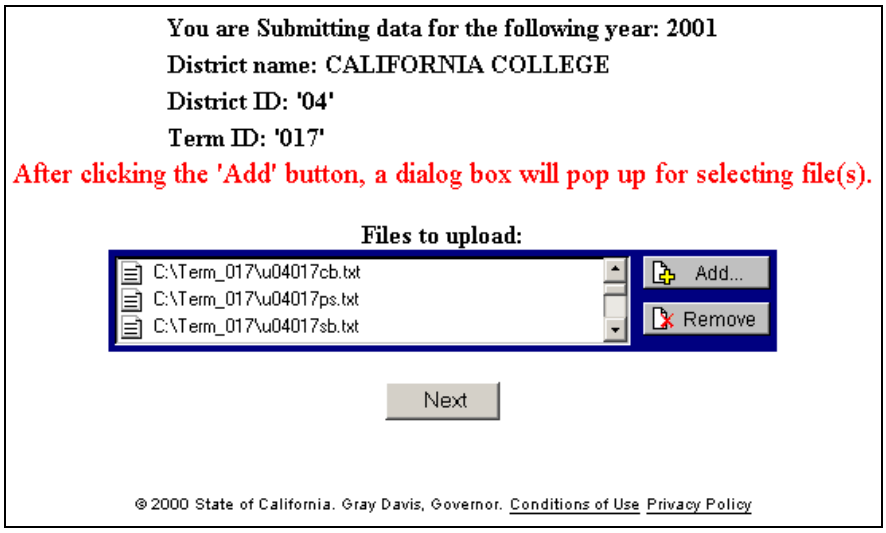
Continued on next page

Procedure (continued)

Step	Action
7	***Result:*** The **Select files to upload** pop-up window changes with your selections.  **Note:** Holding down the **[shift]** key selects files consecutively. Holding down the **[ctrl]** key selects multiple files individually. **Reminder:** All files must follow the file format rules defined in the Data Element Dictionary, and the TX File format section on page 13 of this document. • **Select** the files to send. • Press **OK**.

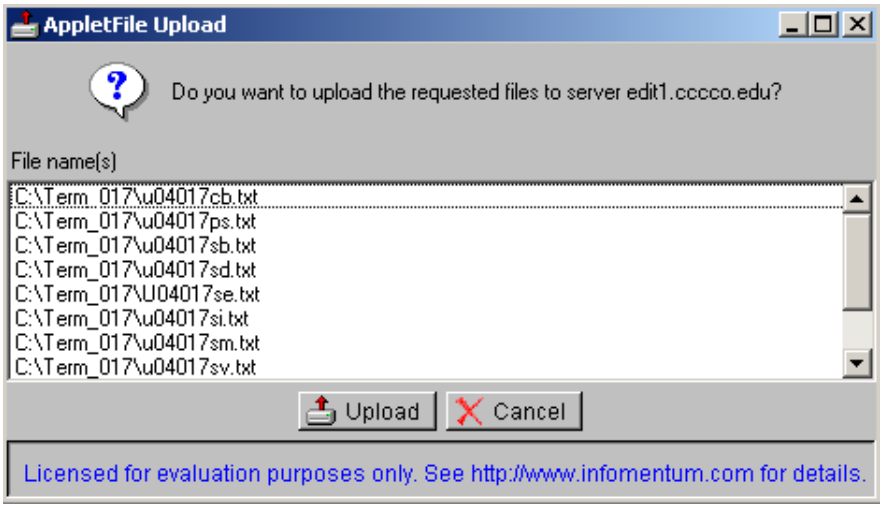
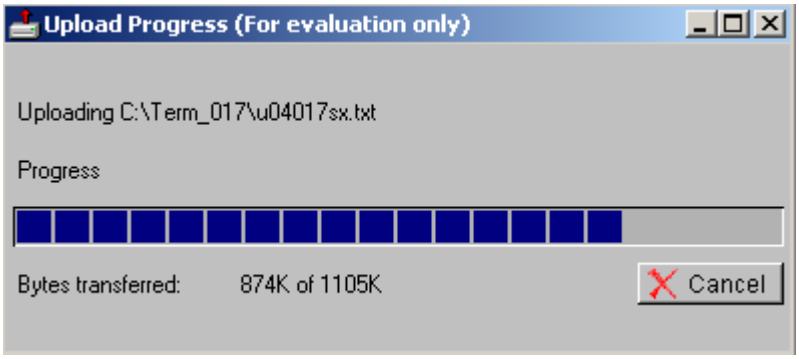
Continued on next page

Procedure (continued)

Step	Action
8	***Result:*** The **Files to upload** box is populated with the files you selected.  **Note:** Verify the files in the list to insure they are the correct ones to transmit. You can delete or add more files before you send them. • Press **Next**.

Continued on next page

Procedure (continued)

Step	Action
9	***Result:*** The **Confirming File Upload** dialog box appears.  Insure these are the proper transmittal files. Press **Upload**.
10	***Result:*** The **File Upload Progress** dialog box appears.  This box shows the progress of your upload.

Continued on next page

Procedure (continued)

Step	Action
11	***Result:*** The **Upload Results Page** appears. If the upload was successful you will see this page displayed. **Upload Results** **These are the file(s) that have been uploaded:** u04017cb.txt u04017ps.txt u04017sb.txt u04017sd.txt U04017se.txt u04017si.txt u04017sm.txt u04017sv.txt u04017sx.txt u04017tx.txt u04017xb.txt **All file(s) selected for upload have been received.** © 2000 State of California. Gray Davis, Governor. Conditions of Use Privacy Policy
12	***Result:*** You are finished.

Checking the Data Submission Status

Description

The Data Submission Status displays all Data submissions currently processing on the **District Data Submission Server.**

How it works

The order shown is the order in which they will process. The processing order is based on a number of factors:

<table>
<tr><th>Factor</th><th>Action</th></tr>
<tr><td></td><td></td></tr>
<tr><td>1</td><td>Version Number
<table>
<tr><th>If your Version is…</th><th>Then…</th></tr>
<tr><td>Lower than a submission that has been in the queue longer</td><td>Your submission will run before theirs.</td></tr>
<tr><td>Lower than the version of another of your own submissions</td><td>The lowest version will run first.</td></tr>
<tr><td>The same version as another submission that has been in the queue longer than yours</td><td>Their submission will run before yours because of the Date and Time factor.</td></tr>
</table></td></tr>
<tr><td>2</td><td>Date and Time

• First come first served. (If version number is the same.)</td></tr>
</table>

Continued on next page

How to Access it

From the District Data Submission Web Page you can click on the link entitled **Submission Status**, or follow the link below.

Continued on next page

Checking the Data Submission Status, Continued

What it looks like

District Data Submission

Processing Status

Order	District	Year	Term Name	Version	Processing Description	Date	Time
1	California College	2001	Fall Term	14	Submission placed in queue	05/30/2002	14:00

For Questions or Comments, please contact Debbie Toner

© 2000 State of California, Gray Davis, Governor. Conditions of Use Privacy Policy

View Data Submission History

Description

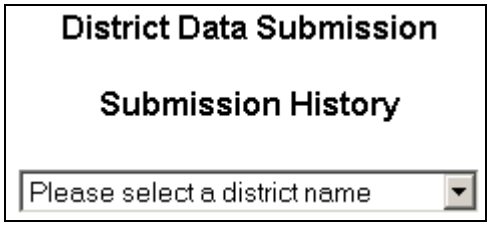
The Submission History page allows you to view the processing history of your Data Submissions.

What can you view

Review a detailed description of how each version of each submission performed while processing on the District Data Submission Server.

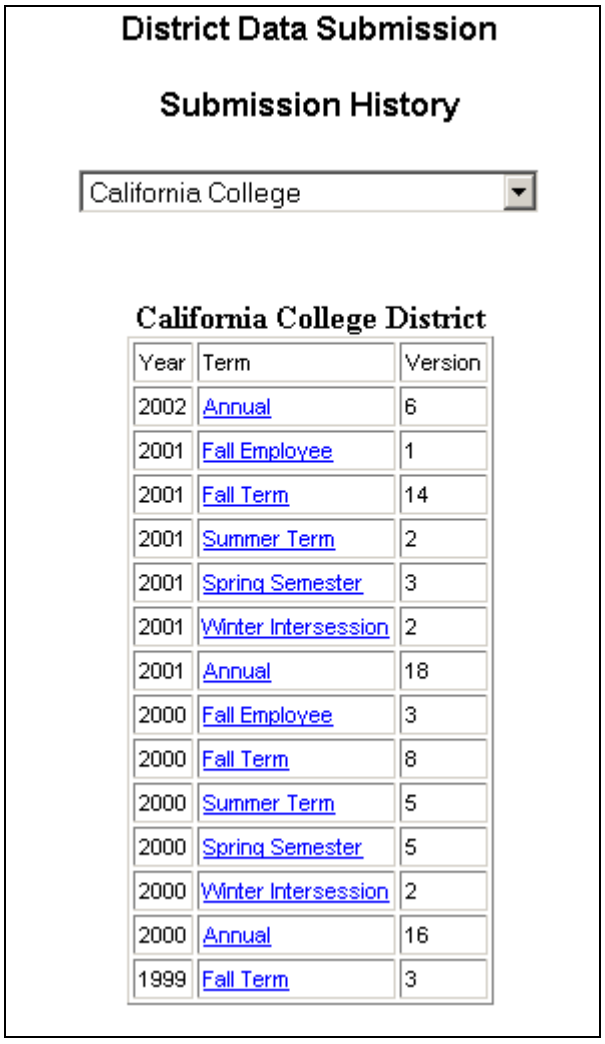
How to use it

Follow these steps to view submission history.

Step	Action
1	Select the **Submission History** link from the District Data Submission Web page.
2	***Result:*** The **Submission History** Page appears.  Select your **District Name** from the drop down list.

Continued on next page

How to use it (continued)

Step	Action
3	***Result:*** A new section of the **Submission History** page appears listing all submissions where history is available.  • Select the **Term** to view.

Continued on next page

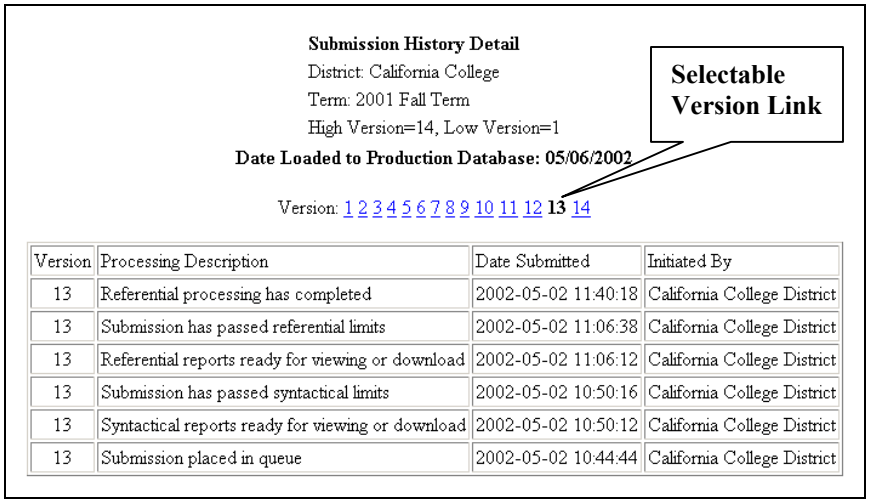
How to use it (continued)

Step	Action
4	***Result:*** The **Submission History Detail** page appears. **Submission History Detail** District: California College Term: 2001 Fall Term High Version=14, Low Version=1 **Date Loaded to Production Database: 05/06/2002** Version: 1 2 3 4 5 6 7 8 9 10 11 12 13 **14** Version | Processing Description | Date Submitted | Initiated By 14 | Submission placed in queue | 2002-05-30 14:00:23 | California College District
5	On the **Submission History Detail** page you can see just how your submission performed, including the version, a description of the steps completed and the date and time it all occurred. ***Note:*** Pay special attention to the **Initiated by** column. It should contain your district's name. If it contains '**MIS Chancellor's Office'** that means the Chancellor's Office submitted that version of your data because of technical difficulties on the Data Submission Server.

Continued on next page

How to use it (continued)

Step	Action
6	Use the **Selectable Version Link**, to view other versions, if more than one version is available. By selecting the previous version, 13 the previous, completed run is displayed.


Submission History Detail
District: California College
Term: 2001 Fall Term
High Version=14, Low Version=1
Date Loaded to Production Database: 05/06/2002
Selectable Version Link
Version: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Version	Processing Description	Date Submitted	Initiated By
13	Referential processing has completed	2002-05-02 11:40:18	California College District
13	Submission has passed referential limits	2002-05-02 11:06:38	California College District
13	Referential reports ready for viewing or download	2002-05-02 11:06:12	California College District
13	Submission has passed syntactical limits	2002-05-02 10:50:16	California College District
13	Syntactical reports ready for viewing or download	2002-05-02 10:50:12	California College District
13	Submission placed in queue	2002-05-02 10:44:44	California College District

Result: You can see and compare all previous versions of this submission.

Reviewing Syntactical and Referential Reports

Definition

Syntactical and Referential reports are created during the processing of your district data submission. These reports show in detail the errors that occurred during processing.

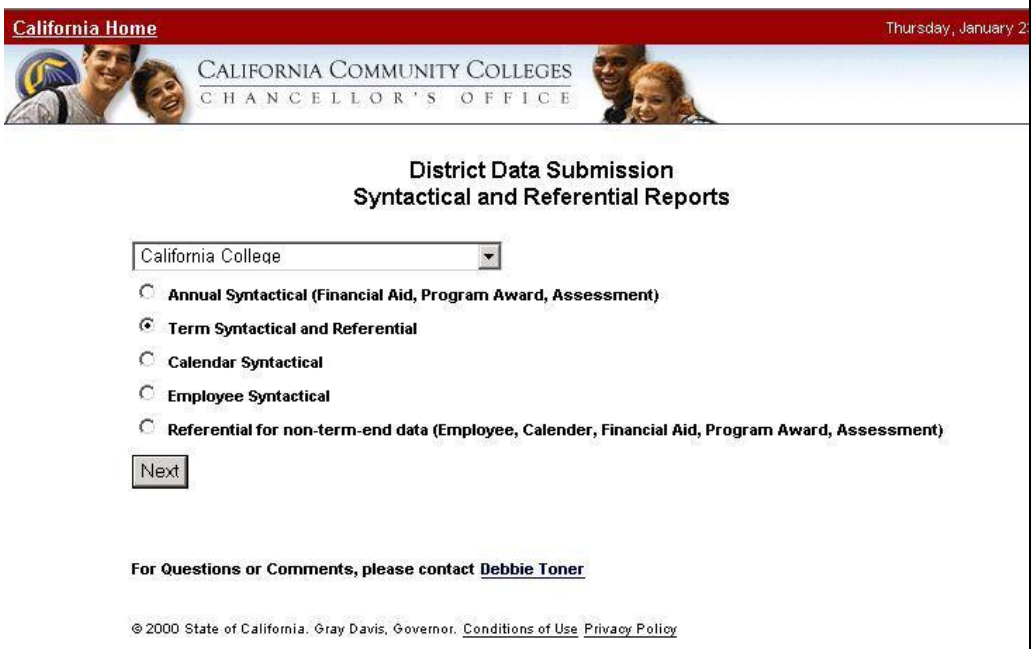
How to review your reports

From the **District Data Submission** web page. Follow these steps for viewing you Syntactical and Referential Edit Reports.

Step	Action
1	Press **Detail/Summary Reports** Link. California Home Wednesday, January 15, 2003 Welcome to California HOLLYWOOD Chancellor's Office Home Find a College News Grants Programs and Services Reports Job Opportunities About Us / Agency Related Links Data Mart and Reports CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE Search My CA This Site District Data Submission The information provided here will assist the district in preparing, submitting and evaluating their term-end and annual MIS data to meet the following needs: Eliminate hardcopy reporting Consolidate data collection Data integration Provide longitudinal tracking abilities Provide flexibility to answer Ad Hoc requests Provide common accepted data definitions For Questions or Comments, please contact Debbie Toner MIS Home General Information User's Guide Submission Timeline Data Element Dictionary Syntactical Edit Rules (12/23/02) Referential Edit Rules (10/21/02) Analysis Report User's Guide Memos Data Submission IPEDS SRTK Contact Us District Data Submission and Output Pre-submission Data Edit Data Submission Submission Status Submission History Detail/Summary Reports Analysis Reports Referential Data Files Press the **Detail/Summary Reports** Link

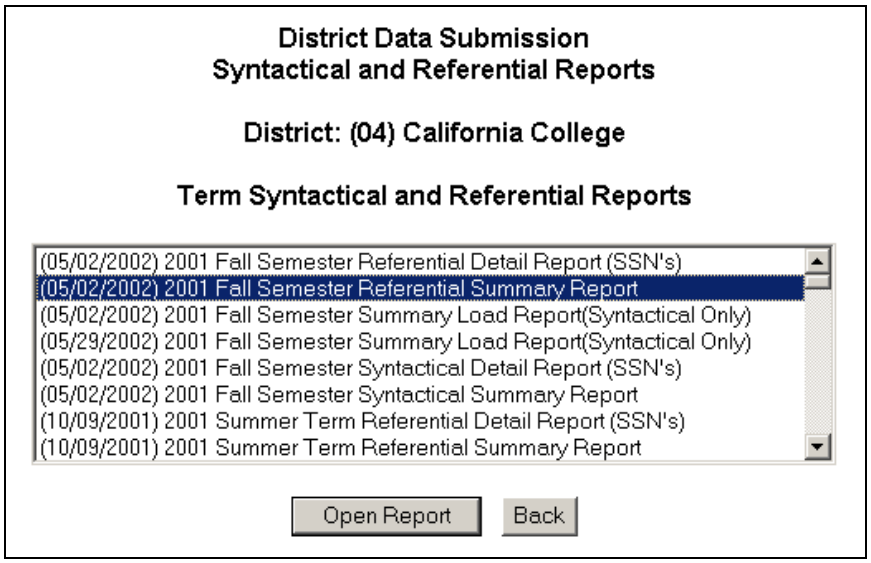
Continued on next page

How to review your reports (continued)

Step	Action
2	***Result:*** The **Syntactical and Referential Reports** page appears.  • Choose your **District Name** from the drop down list. • Choose the **Report/Submission** type. • Press **Next**.

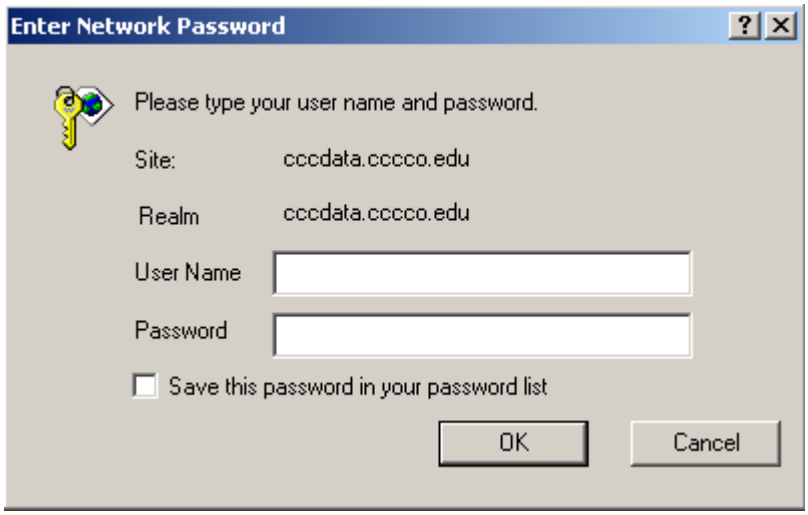
Continued on next page

How to review your reports (continued)

Step	Action
3	***Result:*** The **Syntactical and Referential Reports** page showing your districts available reports appears.  ***Note:*** See **Appendix F** for a detailed list of all available reports. • Highlight the report you wish to view • Press **Open Report**.

Continued on next page

How to review your reports (continued)

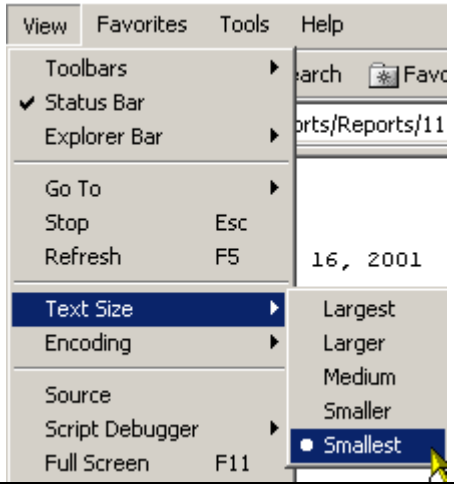
Step	Action
4	***Result:*** A Login dialog box appears.  ***Note:*** Depending on access rights you may or may not be prompted for additional User Names and Passwords. • Enter your **User Name**. • Enter your **Password**. • Press **OK.**

Continued on next page

How to review your reports (continued)

Step	Action
5	***Result:*** The **report** you selected opens in a new browser window. 04017 v.13 California College CCD College: 041 California College Fall Semester 2001 Processed Syntactical May 2, 2002 Processed Referential May 2, 2002 COURSE Total Records | Syntactical | Referential Rec Rej Read Written Rejected % Rej | Written Rej % | N % 2,493 2,490 3 0.1% | 2,490 3 0.1% | . 0.0% Field Exceptions 3 (0.1%) CLASSIFICAT CODE field values were invalid. Referential Exceptions and Messages 2,490 (100.0%) TOTAL RECORDS WRITTEN TO THE PRODUCTION TABLE PRECOLLEGIATE BASIC SKILLS Total Records | Syntactical | Referential Rec Rej Read Written Rejected % Rej | Written Rej % | N % 2,378 2,359 19 0.8% | 2,378 0 0.0% | 19 0.8% Referential Exceptions and Messages 2,359 (99.2%) TOTAL RECORDS WRITTEN TO THE PRODUCTION TABLE 14 (0.6%) PBS STUDENT MUST ENROLL IN AT LEAST 1 PBS COURSE 5 (0.2%) PBS STUDENT CANNOT ENROLL IN AN ESL COURSE 1 (.0421%) STUDENT ID NOT FOUND IN PRODUCTION TABLE ***Note:*** This is only a partial view of the report. • **View**, **Print** or **Email** the Report.

Continued on next page

6	You can **Print** the report by pressing the Printer Icon or by selecting Print from the File menu on the Internet Explorer toolbar. ***Note:*** For more consistent printing results, set your text size to smallest, from the View menu on the Internet Explorer toolbar. 

Requesting load of data to the COMIS Database

Requesting data load

Email misproject@cccco.edu to request your **term end data** to be loaded to the COMIS Database.

Note: You may email the above address and request that your data not be loaded.

Loading behavior differences

If your submission type is…	Then…
Term end	Send an email requesting load
Calendar	Submission loaded automatically
Employee/Staff	Submission loaded automatically
Annual	Submission loaded automatically

Downloading Post Processing Data Files

Definition

The "Referential Edit" files are the ASCII based version of the submitted files after all edits have been performed. Files are an exact copy of data in the Chancellor's Office database. The Chancellor's Office provides these files back to the colleges for MIS and research purposes.

Note: See **Appendix D** to view the ReadMe file included with the Referential Edit files.

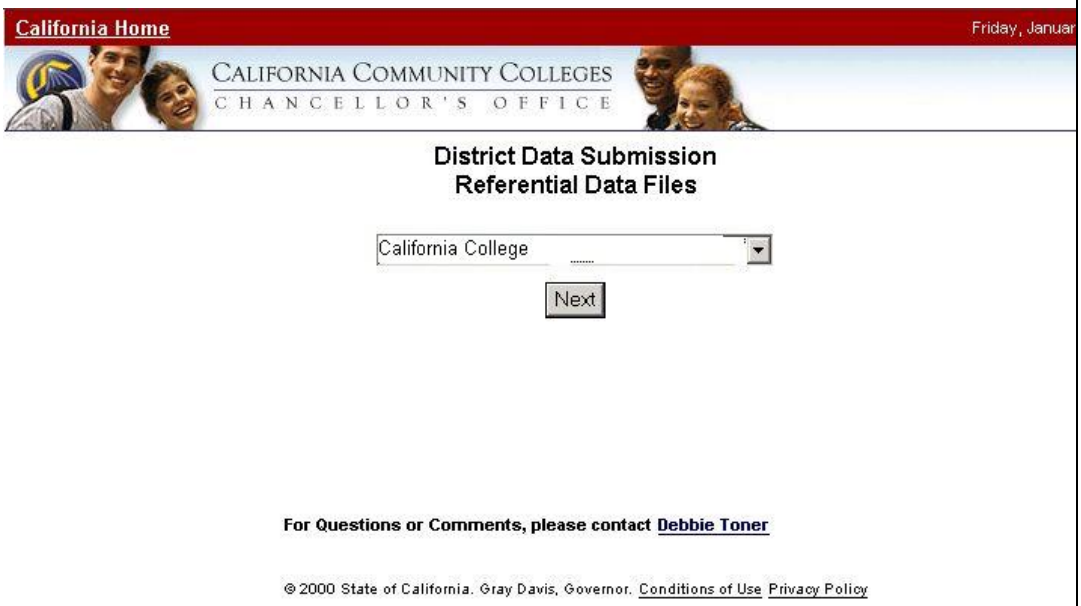
How to get the files

From the **District Data Submission** web page. Follow these steps for downloading your Referential Data Files.

Step	Action
1	Press the **Referential Data Files** Link.

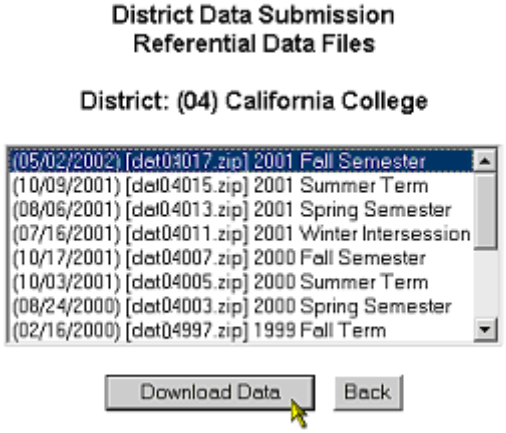
Continued on next page

How to get the files (continued)

Step	Action
2	***Result:*** The **Referential Data Files** page appears.  • Select your **District Name** from the drop down list. • Press **Next.**

Continued on next page

How to get the files (continued)

Step	Action
3	***Result:*** The **Referential Data Files** list for your District appears.  • Select the **ZIP file** to download. • Press **Download Data**.

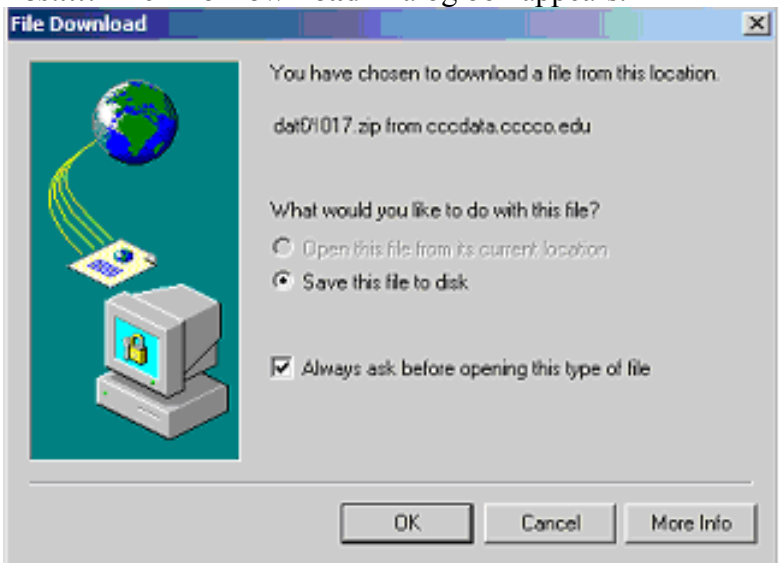
Continued on next page

How to get the files (continued)

Step	Action
4	***Result:*** The **Enter Network Password** dialog box appears. • Enter your **User Name**. • Enter your **Password**. • Press **OK.**

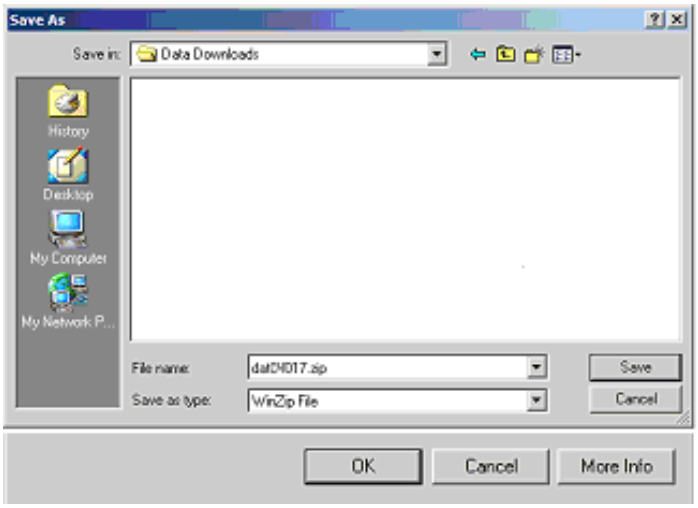
Continued on next page

How to get the files (continued)

Step	Action
5	***Result:*** The **File Download** Dialog box appears.  • Select the **Save this file to disk** radio button. • Press **OK.**

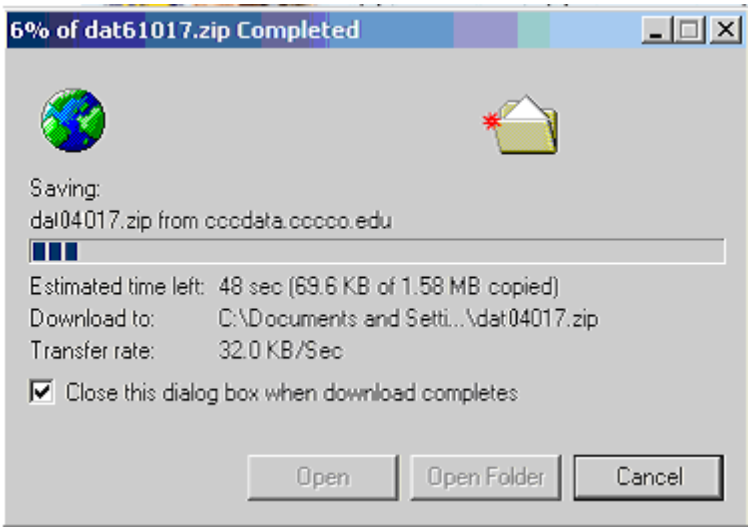
Continued on next page

How to get the files (continued)

Step	Action
6	***Result:*** The **Save As** dialog box appears.  • Select the **folder** to store the downloaded file. • Press **Save.**

Continued on next page

How to get the files (continued)

Step	Action
7	***Result:*** The **Percent Completed** dialog box appears.  • Let the download continue by not pressing anything. • The **Percent Completed** dialog box will finish and close. ***Result:*** The file is accessible in the folder selected for download.

Reviewing Analysis Reports

Definition

Analysis reports are created after your data has been loaded to the COMIS Production Database.

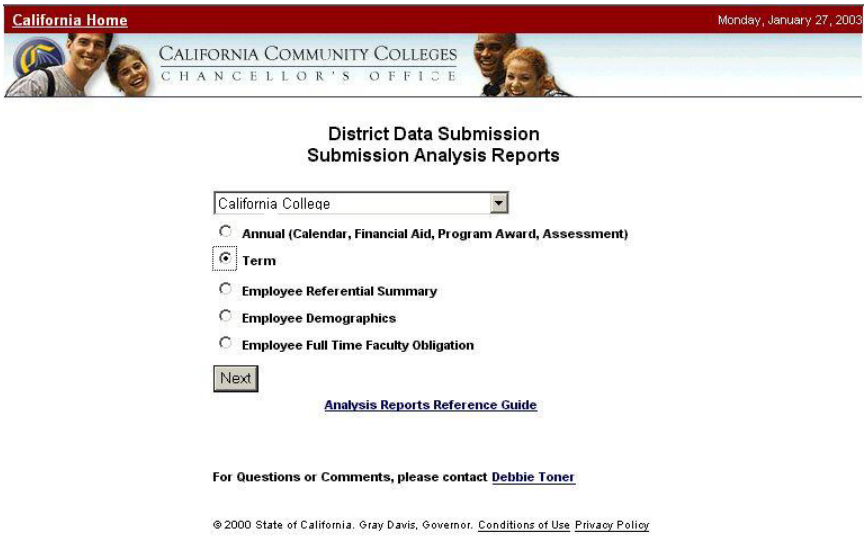
How to review your reports

From the **District Data Submission** web page. Follow these steps for viewing your Analysis Reports.

Step	Action
1	Press the **Analysis Reports** link. California Home Wednesday, January 15, 2003 Welcome to California HOLLYWOOD Chancellor's Office Home Find a College News Grants Programs and Services Reports Job Opportunities About Us / Agency Related Links Data Mart and Reports CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE Search My CA This Site District Data Submission The information provided here will assist the district in preparing, submitting and evaluating their term-end and annual MIS data to meet the following needs: Eliminate hardcopy reporting Consolidate data collection Data integration Provide longitudinal tracking abilities Provide flexibility to answer Ad Hoc requests Provide common accepted data definitions For Questions or Comments, please contact Debbie Toner MIS Home General Information User's Guide Submission Timeline Data Element Dictionary Syntactical Edit Rules (12/23/02) Referential Edit Rules (10/21/02) Analysis Report User's Guide Memos Data Submission IPEDS SRTK Contact Us District Data Submission and Output Pre-submission Data Edit Data Submission Submission Status Submission History Detail/Summary Reports Analysis Reports Referential Data Files Press the **Analysis Reports** Link.

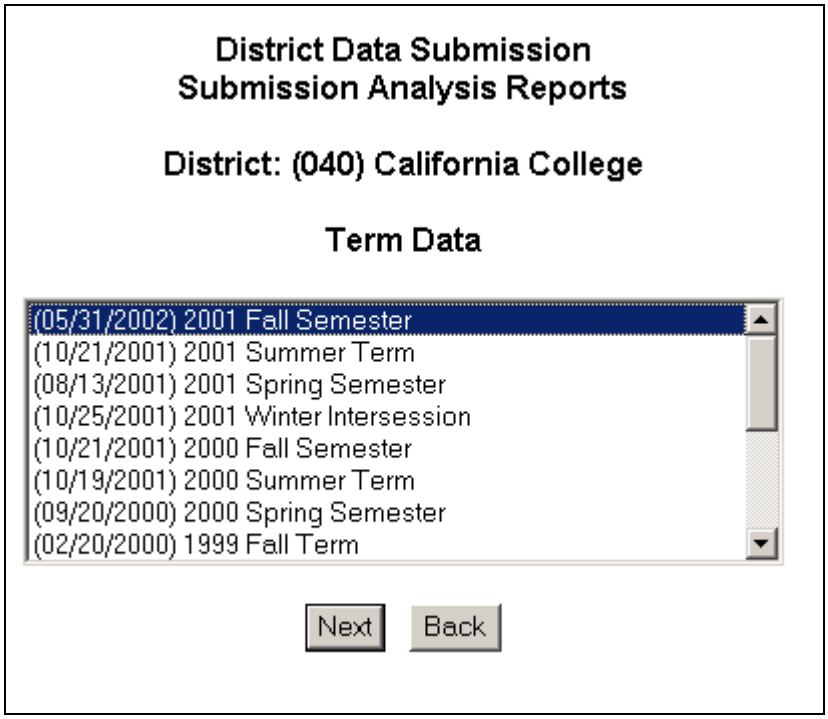
Continued on next page

How to review your reports (continued)

Step	Action
2	***Result:*** The **Analysis Reports** page appears.  • Choose your **District Name** from the drop down list. • Choose the **Report/Submission** type. • Press **Next.**

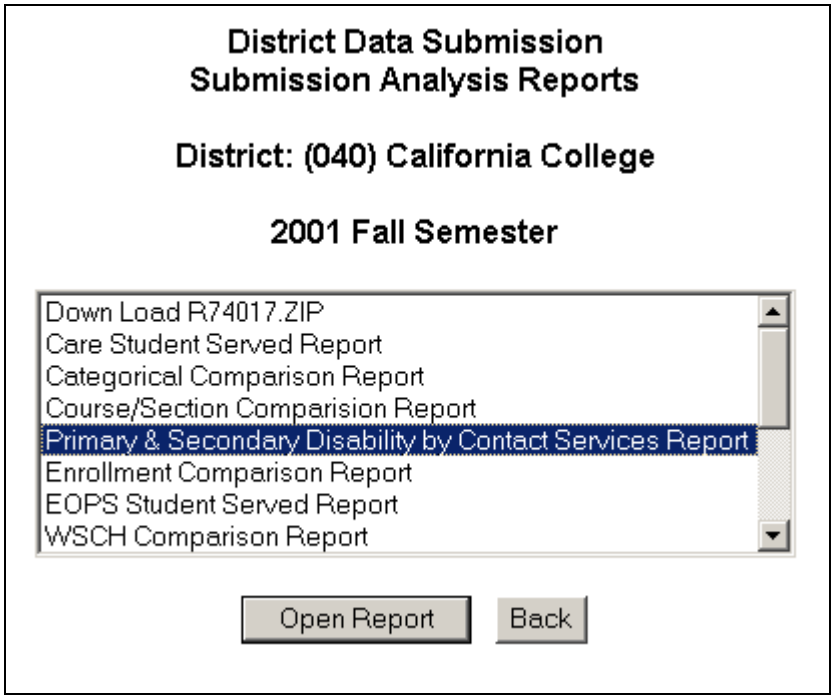
Continued on next page

How to review your reports (continued)

Step	Action
2	***Result:*** The **Submission Analysis Reports** page appears.  • Select the **Submission** from the list. • Press **Next.**

Continued on next page

How to review your reports (continued)

Step	Action
3	***Result:*** The **Submission Analysis Reports List** page appears.  ***Note:*** See **Appendix F** for a detailed list of all available reports. • Select the **Report** to view. • Press **Open Report**.

Continued on next page

How to review your reports (continued)

Step	Action
4	***Result:*** The **Selected Report** opens in a new window.

12:11 Thursday, June 06, 2002

CALIFORNIA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SERVICES
REPORT OF PRIMARY AND SECONDARY DISABILITIES BY CONTACT SERVICES

DISTRICT: California College CCD, COLLEGE: California College, TERM: Fall 2001		CONTACTS			TOTAL STUDENTS
		0 Contacts	1-3 Contacts	4+ Contacts	
DISABILITY TYPE	CATEGORIES				
Primary Disability	Acquired Brain Injury	0	0	6	6
	Developmentally Delayed Learner	0	0	0	0
	Hearing Impaired	0	0	128	128
	Learning Disabled	0	0	48	48
	Mobility Impaired	0	0	146	146
	Other Disability	0	0	33	33
	Psychological Disability	0	0	0	0
	Speech/Language Impaired	0	0	0	0
	Visually Impaired	0	0	4	4
	Total	0	0	365	365
Secondary Disability	Acquired Brain Injury	0	0	0	0
	Developmentally Delayed Learner	0	0	0	0
	Hearing Impaired	0	0	1	1
	Learning Disabled	0	0	2	2

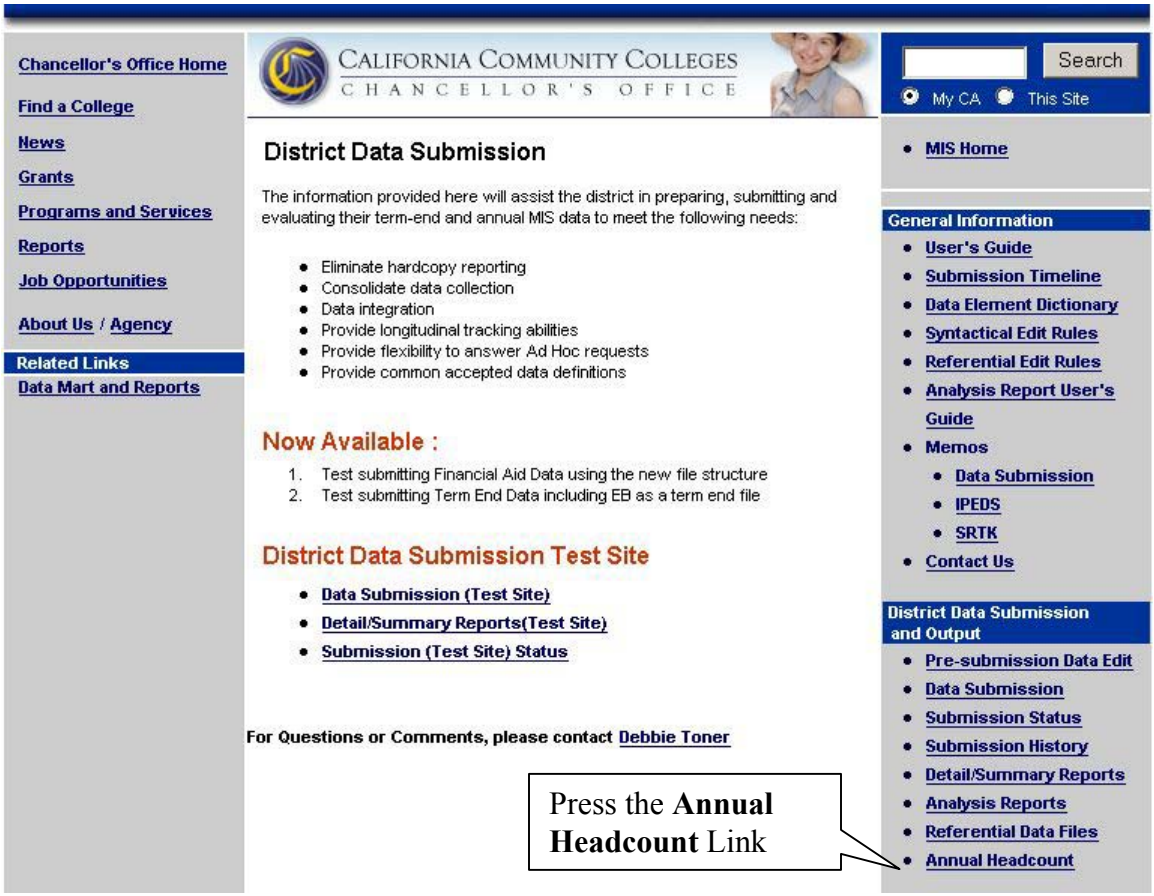
Note: This is only a partial report for demonstration purposes.

- **View** or **Print** or **Email** the report.

Reviewing Annual Headcount Report

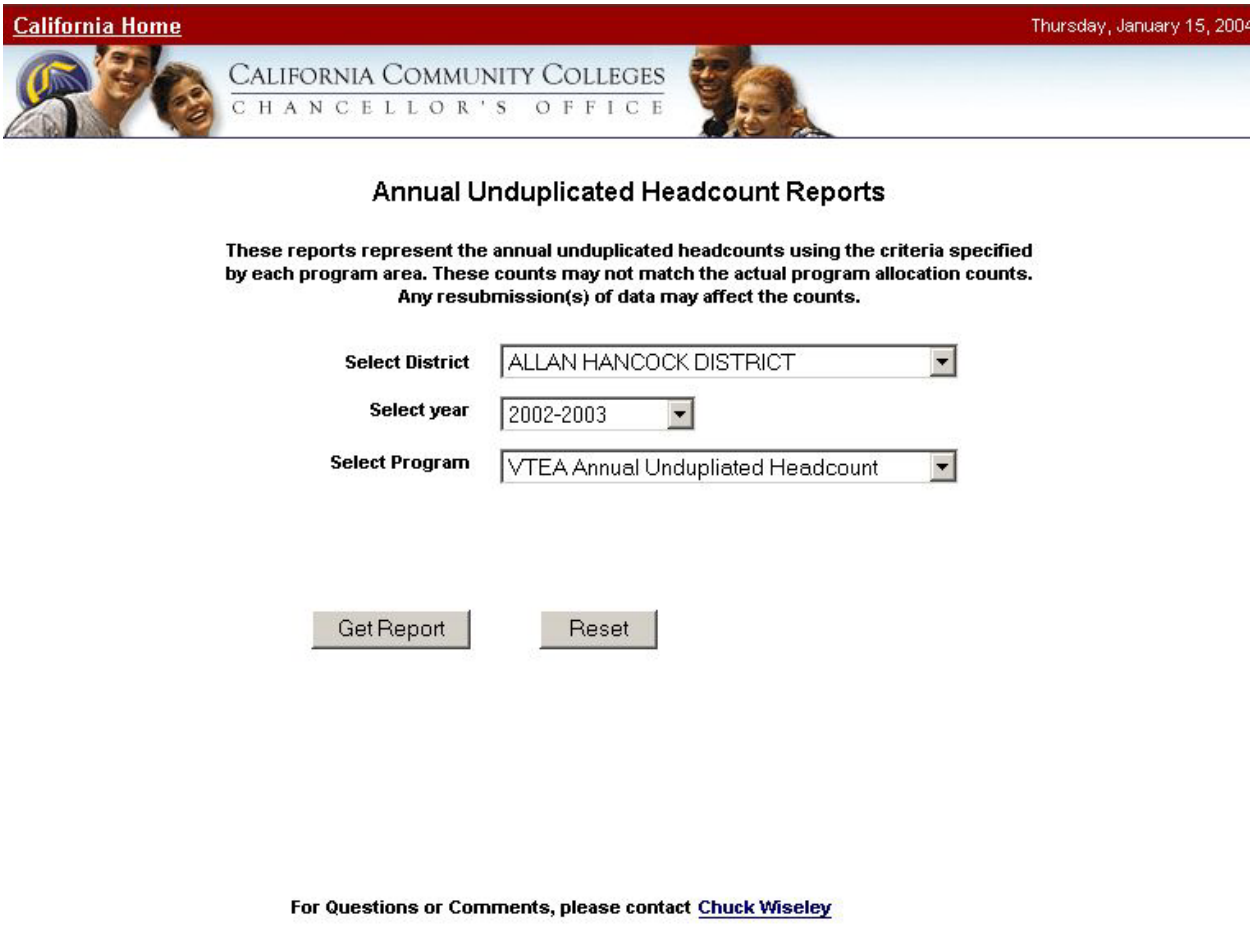
Select http://www.cccco.edu/divisions/tris/mis/submission.htm into your web browser. From the **District Data Submission** web page. Follow these steps for viewing your Annual Headcount Report. http://www.cccco.edu/divisions/tris/mis/submission.htm

Press the **Annual Headcount** link.



Reviewing Annual Headcount Report, Continued

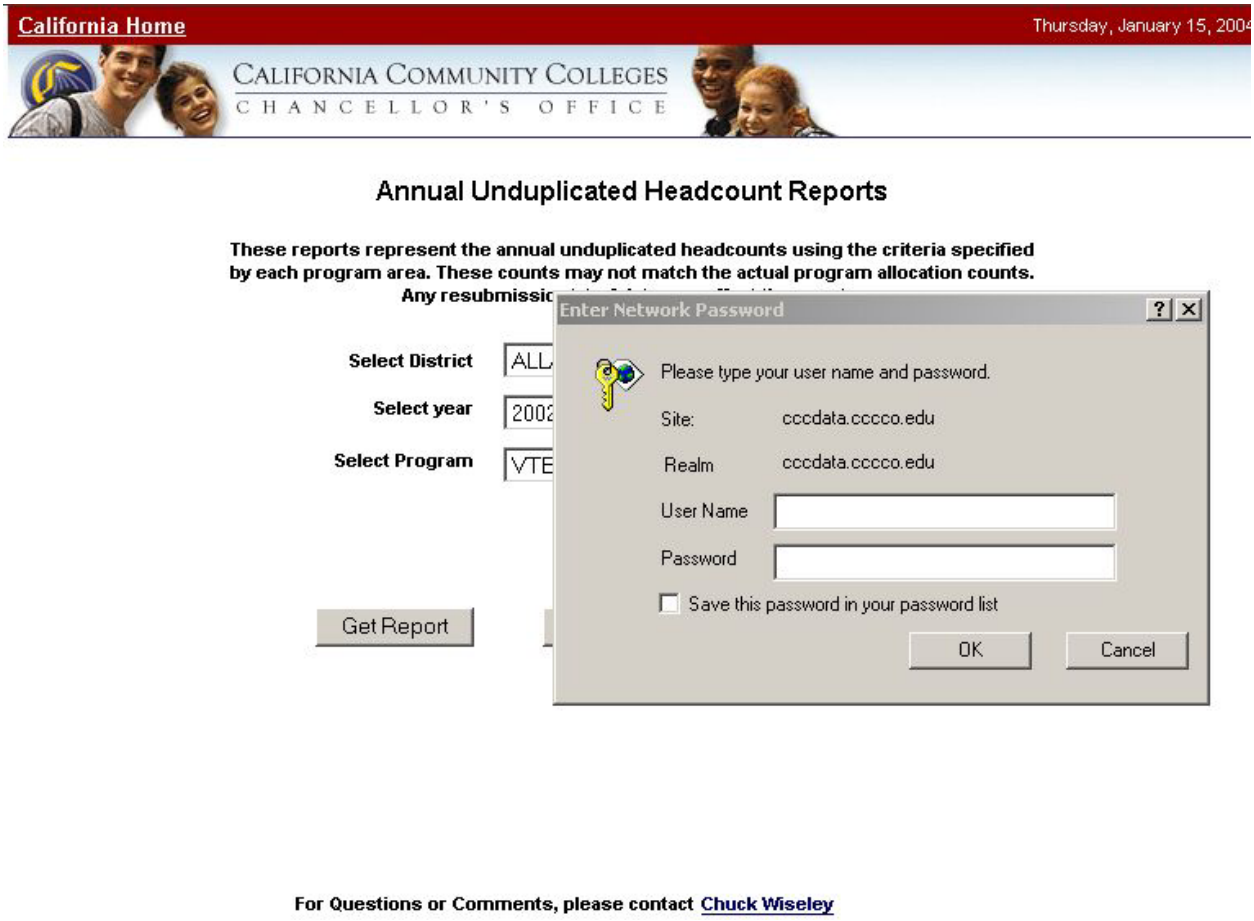
The **Annual Unduplicated Headcount Reports** page appears.


California Home
Thursday, January 15, 200
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
Annual Unduplicated Headcount Reports
These reports represent the annual unduplicated headcounts using the criteria specified by each program area. These counts may not match the actual program allocation counts. Any resubmission(s) of data may affect the counts.
Select District
ALLAN HANCOCK DISTRICT
Select year
2002-2003
Select Program
VTEA Annual Undupliated Headcount
Get Report
Reset
For Questions or Comments, please contact Chuck Wiseley

- Choose your **District Name** from the drop down list.
- Choose the **Year** from the drop down list.
- Select **VTEA Annual Unduplicated Headcount**.
- Press **Get Report.**

Reviewing Annual Headcount Report, Continued

The **User name and password** page appears:



- Enter your **User Name**.
- Enter your **Password**.
- Press **OK.**

Reviewing Annual Headcount Report, Continued

The **Selected Report** opens in a new window.

CALIFORNIA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SERVICES
VTEA Section 132 Formula Distribution Counts
Based on VTEA Title I-C Allocation Criteria
*Using MIS data from 2002-2003 **
Report 1 - Categories of Unduplicated Headcounts by District and College

	1 - All Students	3 - Voc-Ed Students	5 - Unduplicated Voc Ed Disadvantaged Students (Col 1-12 on Report 2)	6 - Unduplicated Voc Ed Students with DSS
College A	26,675	12,549	6,158	7,059
	26,675	*12,549*	*6,158*	*7,059*

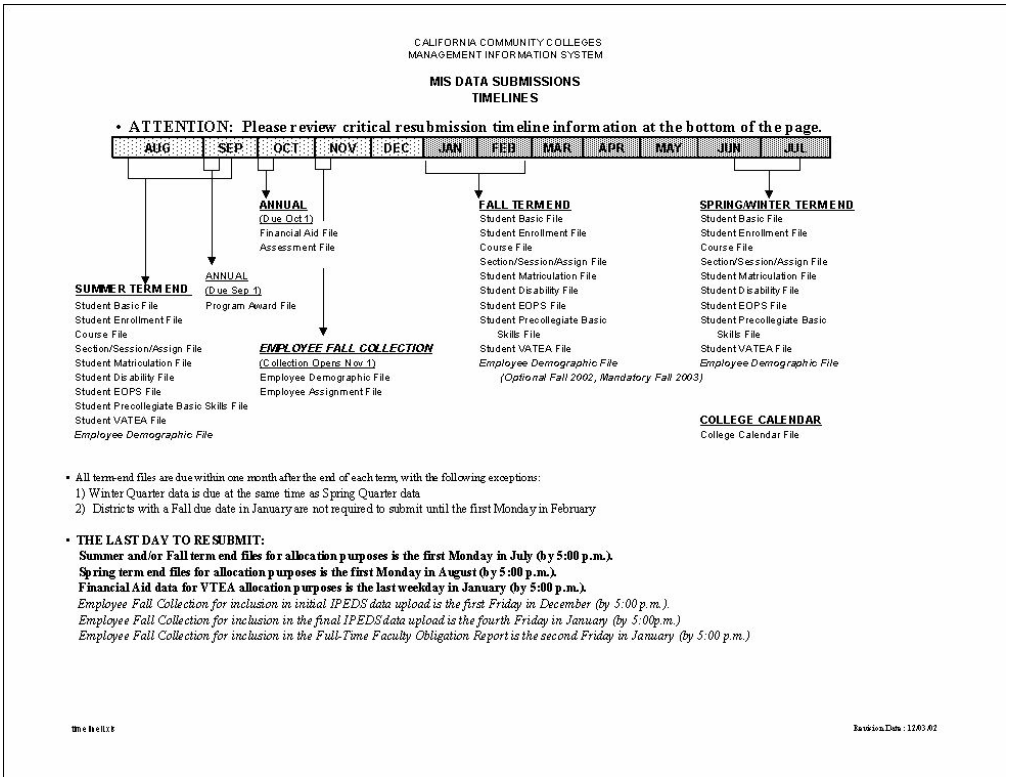
• **View, Print** or **Email** the report.

Appendix A – Submission Timeline

Definition

The "**MIS Data Submissions Timeline**," which is an extremely useful one-page chart, can be found on the Web at the following location: http://www.cccco.edu/divisions/tris/mis/ded_doc/dedvolii_doc/timelineii.pdf

Timeline



CALIFORNIA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SYSTEM

MIS DATA SUBMISSIONS TIMELINES

• ATTENTION: **Please review critical resubmission timeline information at the bottom of the page.**

AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL

SUMMER TERM END
Student Basic File
Student Enrollment File
Course File
Section/Session/Assign File
Student Matriculation File
Student Disability File
Student EOPS File
Student Precollegiate Basic Skills File
Student VATEA File
Employee Demographic File

ANNUAL
(Due Sep 1)
Program Award File

ANNUAL
(Due Oct 1)
Financial Aid File
Assessment File

EMPLOYEE FALL COLLECTION
(Collection Opens Nov 1)
Employee Demographic File
Employee Assignment File

FALL TERM END
Student Basic File
Student Enrollment File
Course File
Section/Session/Assign File
Student Matriculation File
Student Disability File
Student EOPS File
Student Precollegiate Basic Skills File
Student VATEA File
Employee Demographic File
(Optional Fall 2002, Mandatory Fall 2003)

SPRING/WINTER TERM END
Student Basic File
Student Enrollment File
Course File
Section/Session/Assign File
Student Matriculation File
Student Disability File
Student EOPS File
Student Precollegiate Basic Skills File
Student VATEA File
Employee Demographic File

COLLEGE CALENDAR
College Calendar File

• All term-end files are due within one month after the end of each term, with the following exceptions:
1) Winter Quarter data is due at the same time as Spring Quarter data
2) Districts with a Fall due date in January are not required to submit until the first Monday in February

• **THE LAST DAY TO RESUBMIT:**
Summer and/or Fall term end files for allocation purposes is the first Monday in July (by 5:00 p.m.).
Spring term end files for allocation purposes is the first Monday in August (by 5:00 p.m.).
Financial Aid data for VTEA allocation purposes is the last weekday in January (by 5:00 p.m.).
Employee Fall Collection for inclusion in initial IPEDS data upload is the first Friday in December (by 5:00 p.m.).
Employee Fall Collection for inclusion in the final IPEDS data upload is the fourth Friday in January (by 5:00p.m.)
Employee Fall Collection for inclusion in the Full-Time Faculty Obligation Report is the second Friday in January (by 5:00 p.m.)

timelineii.ppt Revision Date: 12/03/02

Appendix B – TX File Layout

TX file details

Name	Length	Description
GI90	X(2)	"TX"
GI01	9(03)	DISTRICT-CODE The three-character code uniquely identifies the reporting college.
GI03	9(03)	TERM-IDENTIFIER This data element identifies a term within an academic year as well as the academic year itself.
TX01	X(2)	TRANSMITTAL-RECORD-CODE The GI90 RECORD-CODE for the transmittal file that this record reports on ('XB' for the XB/XE/XF file)
TX02	9(8)	TRANSMITTAL-RECORD-COUNT The count of records in the submission file identified in TX01. Should be right justified.
TX03	X(8)	TRANSMITTAL-FILE-NAME The name of the transmittal file submitted by FTP. Should conform to the pattern 'UDDTTTFF' where:U is a literal character 'U'.(All types of submissions) DD is the first two numerals of GI01 DISTRICT-CODE. TTT is equal to GI03 TERM-IDENTIFIER for this submission. FF is equal to GI90 RECORD-CODE for the submission file identified in TX01 ('XB' for the XB/XE/XF file).
TX04	X(3)	TRANSMITTAL-FILE-EXTENSION The file extension or type of the transmittal file submitted by FTP. A file extension is not required by the host that receives the files. Space fill if not used.
	Note:	**Data elements TX05 through TX14 identify the data processing manager, technical contact, and person(s) responsible for the submission data at the district. They should be reported only for the record where element TX01 is "TX" and space filled in all other records.**
TX05	X(16)	DP-MANAGER-NAME-LAST The last name of the DP manager at the submitting district.
TX06	X(10)	DP-MANAGER-NAME-FIRST The first name or other identifier for the DP manager at the submitting district.

Continued on next page

TX07	9(3)	DP-MANAGER-PHONE-AREA The telephone area code of the individual identified in TX05 and TX06.
TX08	9(7)	DP-MANAGER-PHONE-NUMBER The telephone number of the individual identified in TX05 and TX06.
TX09	X(7)	DP-MANAGER-EXTENSION The local telephone extension of the individual identified in TX05 and TX06. May contain any characters found on the standard telephone touch pad.
TX10	X(16)	TECH-CONTACT-NAME-LAST The last name of the technical contact person at the submitting district.
TX11	X(10)	TECH-CONTACT-NAME-FIRST The first name or other identifier for the technical contact person at the submitting district.
TX12	9(3)	TECH CONTACT-PHONE-AREA The telephone area code of the individual identified in TX10 and TX11.
TX13	9(7)	TECH CONTACT-PHONE-NUMBER The telephone number of the individual identified in TX10 and TX11.
TX14	X(7)	TECH-CONTACT-EXTENSION Any characters found on the standard telephone touch pad.
TX15	X(16)	DATA-CONTACT-NAME-LAST The last name of the person at the submitting district responsible for the accuracy of the data in the part of the submission identified in TX03.
TX16	X(10)	DATA-CONTACT-NAME-FIRST The first name or other identifier for the data contact person at the submitting district.
TX17	9(3)	DATA CONTACT-PHONE-AREA The telephone area code of the individual identified in TX15 and TX16.

Continued on next page

TX18	9(7)	DATA CONTACT-PHONE-NUMBER The telephone number of the individual identified in TX15 and TX16.
TX19	X(7)	DATA-CONTACT-EXTENSION The local telephone extension of the individual identified in TX15 and TX16. May contain any characters found on the standard telephone touch pad.

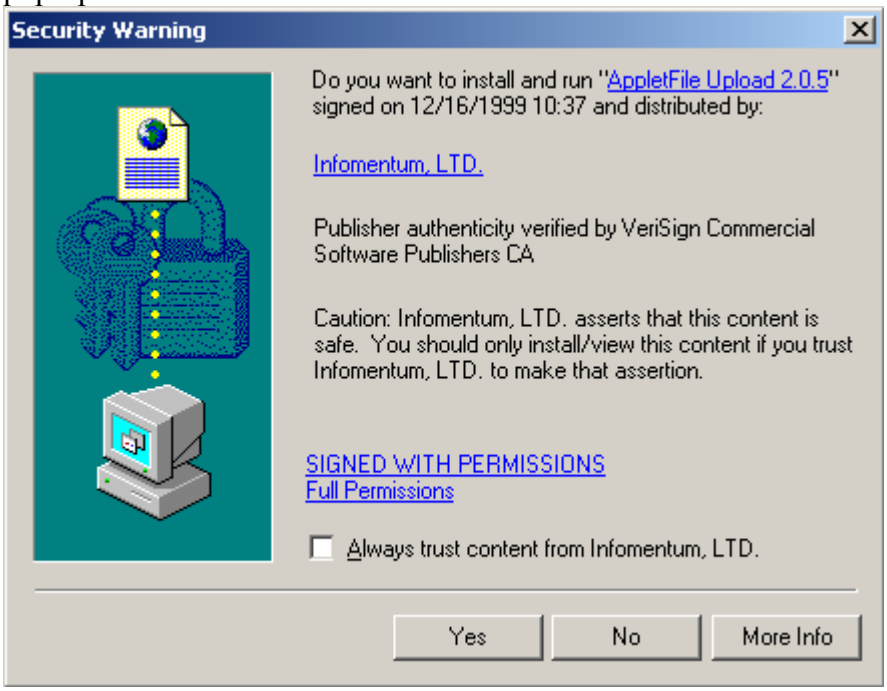
Appendix C – Java Applet

Applet File Upload 2.0.5

This Java Applet is downloaded to your Computer during the Data Submission process. It is a required piece of software that enables the upload of the Data Submission files to the COMIS submission Server.

What it looks like

During the Data Submission process you will be presented with the following pop-up window.


Security Warning
Do you want to install and run "AppletFile Upload 2.0.5" signed on 12/16/1999 10:37 and distributed by:
Infomentum, LTD.
Publisher authenticity verified by VeriSign Commercial Software Publishers CA
Caution: Infomentum, LTD. asserts that this content is safe. You should only install/view this content if you trust Infomentum, LTD. to make that assertion.
SIGNED WITH PERMISSIONS
Full Permissions
Always trust content from Infomentum, LTD.
Yes
No
More Info

The only action required by you is to press the Yes button. It will install itself in the background and need no further interaction.

Best Practice

The most efficient way to handle this install is to check the trust box.

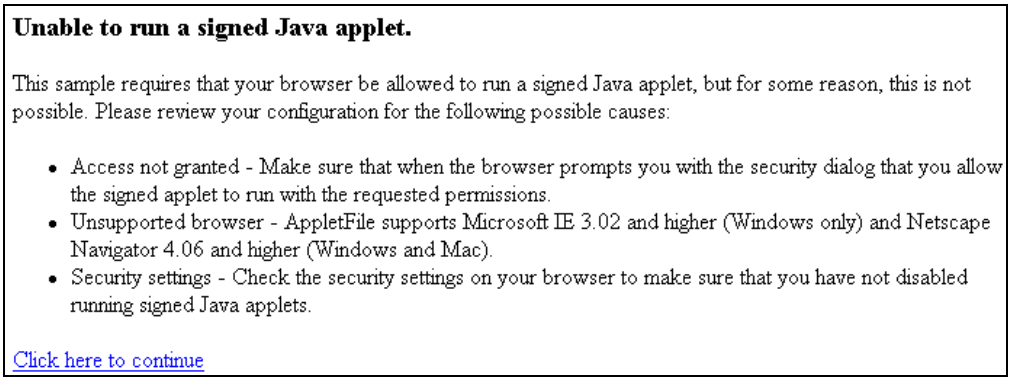
Click the Yes button.

Continued on next page

Clicking No.

You must click the **Yes** button and load the applet in order to submit data.

Clicking **No** or closing the window before execution will cause the following error screen to appear.



Unable to run a signed Java applet.

This sample requires that your browser be allowed to run a signed Java applet, but for some reason, this is not possible. Please review your configuration for the following possible causes:

- Access not granted - Make sure that when the browser prompts you with the security dialog that you allow the signed applet to run with the requested permissions.
- Unsupported browser - AppletFile supports Microsoft IE 3.02 and higher (Windows only) and Netscape Navigator 4.06 and higher (Windows and Mac).
- Security settings - Check the security settings on your browser to make sure that you have not disabled running signed Java applets.

Click here to continue

More information

While not necessary, clicking on the other areas of the pop-up window will enable additional links and information but will not cause any undue errors.

Continued on next page

More information (continued)

EXAMPLES:

If you press the Do you want to install and run "AppletFile Upload 2.0.5" signed on 12/16/1999 10:37 and distributed by: link, you will be sent to the "Applet File Buyers Guide Web Site".

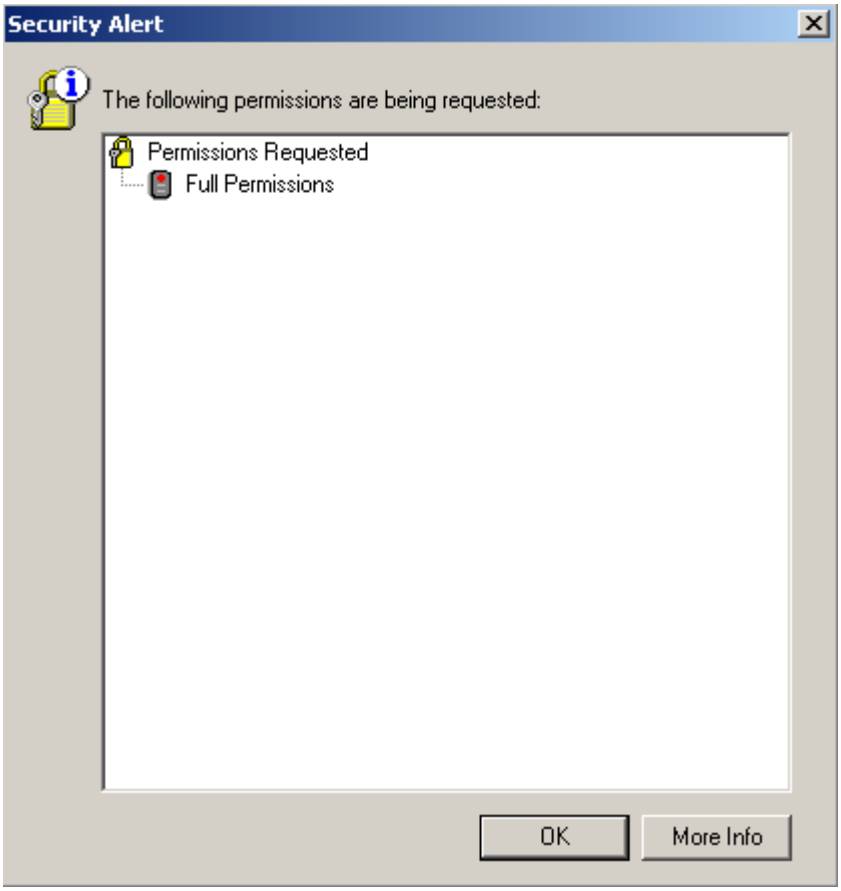
If you press the Infomentum, LTD. link, you will be presented with the specific Certificate Information about this Java Applet.

You can find out more information by clicking on the various buttons and tabs.

Continued on next page

More information (continued)

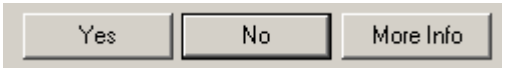
If you press the SIGNED WITH PERMISSIONS Full Permissions link, a Security Alert window will appear giving you more information.



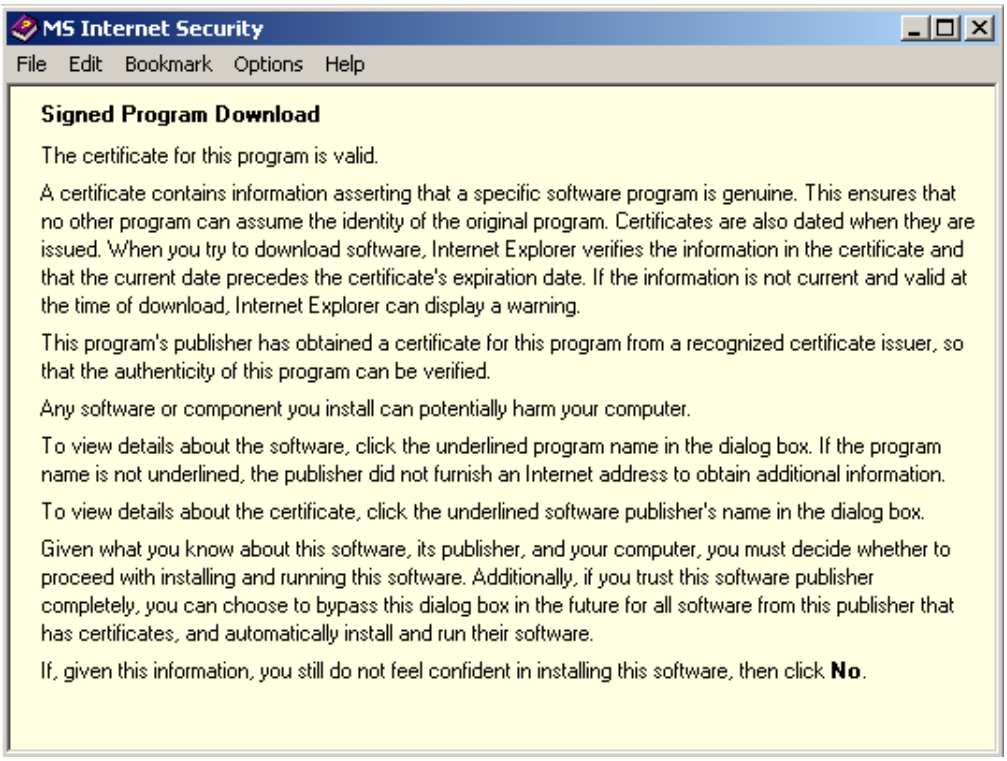
You can find out more information by clicking on the More Info Button.

Continued on next page

More information (continued)

By clicking on the 

More Info button from the main Applet installation window you will see more detail about the certificate.


MS Internet Security
File Edit Bookmark Options Help
Signed Program Download
The certificate for this program is valid.
A certificate contains information asserting that a specific software program is genuine. This ensures that no other program can assume the identity of the original program. Certificates are also dated when they are issued. When you try to download software, Internet Explorer verifies the information in the certificate and that the current date precedes the certificate's expiration date. If the information is not current and valid at the time of download, Internet Explorer can display a warning.
This program's publisher has obtained a certificate for this program from a recognized certificate issuer, so that the authenticity of this program can be verified.
Any software or component you install can potentially harm your computer.
To view details about the software, click the underlined program name in the dialog box. If the program name is not underlined, the publisher did not furnish an Internet address to obtain additional information.
To view details about the certificate, click the underlined software publisher's name in the dialog box.
Given what you know about this software, its publisher, and your computer, you must decide whether to proceed with installing and running this software. Additionally, if you trust this software publisher completely, you can choose to bypass this dialog box in the future for all software from this publisher that has certificates, and automatically install and run their software.
If, given this information, you still do not feel confident in installing this software, then click No.

More than you ever wanted to know but were afraid to ask. Appendix.

Browser	Version
Internet Explorer (IE)	5 +
Netscape	4.7,

Appendix D – Referential Files Structure

REFERENTIAL README.TXT

The following is the file layout for the referential files which are available after district data have been loaded to the database.

SBSTUDNT (Student Basic)	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
		STUDENT-ASSIGNED-KEY	X(09)
	SB00	STUDENT-IDENTIFIER	X(09)
	SB01	STUDENT-IDENTIFIER-STATUS	X(01)
	SB03	STUDENT-BIRTH-DATE	9(08)
	SCD1	FIRST-TERM-ATTENDED	X(03)
	SCD2	LAST-TERM-ATTENDED	X(03)
		Record length 36 character records	
STTERM (Student Term)	GI01	DISTRICT-COLLEGE-IDENTIFER	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	GI03	TERM-IDENTIFIER	X(03)
	SB02	STUDENT-NAME-PARTIAL	X(03)
	STD1	STUDENT-AGE-AT-TERM	9(03)
	SB08	STUDENT-ZIP-CODE	X(05)
		ZIP_DETAIL	X(04)
	SB09	STUDENT-RESIDENCE-CODE	X(05)
	SB11	STUDENT-EDUCATION-STATUS	X(05)
	SB12	STUDENT-HIGH-SCHOOL-LAST	X(06)
	SB15	STUDENT-ENROLLMENT-STATUS	X(01)
	SB16	STUDENT-UNITS-EARNED-LOCAL	9999V99
	SB17	STUDENT-UNITS-EARNED-TRANSFER	9999V99
	SB18	STUDENT-UNITS-ATTEMPTED-LOCAL	9999V99
	SB19	STUDENT-UNITS-ATTEMPTED-TRANSFER	9999V99
	SB20	STUDENT-TOTAL-GRADE-POINTS-LOCAL	9999V99
	SB21	STUDENT-TOT-GRADE-POINTS-TRANSFER	9999V99
	STD8	STUDENT-LOCAL-CUM-GPA	9V99
	STD9	STUDENT-TOTAL-CUM-GPA	9V99
	SB22	STUDENT-ACADEMIC-STANDING	X(01)
	SB23	STUDENT-APPRENTICESHIP-STATUS	X(01)
	SB24	STUDENT-TRANSFER-CENTER-STATUS	X(01)
	SB25	STUDENT-GAIN-STATUS	X(01)
	SB26	STUDENT-JTPA-STATUS	X(01)
	SB14	STUDENT-EDUCATIONAL-GOAL	X(01)
	SB04	STUDENT-GENDER	X(01)

Continued on next page

STTERM	SB05	STUDENT-ETHNICITY	X(02)
(Student Term)	SB06	STUDENT-CITIZENSHIP	X(01)
continued	STD2	STUDENT-1ST-CENSUS-CREDIT-LOAD	99V99
	STD3	STUDENT-DAY-EVENING-CLASS-CODE	X(01)
	STD6	STUDENT-DAY-EVENING-CLASS-CODE-2	X(01)
		UNITS-EARNED-WORKED	X(05)
	STD4	STUDENT-ACADEMIC-LEVEL	X(01)
	STD5	STUDENT-DEG-APPL-UNITS-EARNED-THIS-TERM	99V99
	STD7	STUDENT-HEADCOUNT-STATUS	X(01)
	SB27	STUDENT-CALWORKS-STATUS	X(01)
		Record length 115 character records	
SDDSPS	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
(Student DSPS)	GI03	TERM-IDENTIFIER	X(03)
	SB02	STUDENT-NAME-PARTIAL	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	SD01	STUDENT-PRIMARY-DISABILITY	X(01)
	SD02	STUDENT-PRIMARY-DISABILITY-SER CONT	9(03)
	SD03	STUDENT-SECONDARY-DISABILITY	X(01)
	SD04	STUDENT-SEC-DISABILITY-SERV-CONT	9(03)
	SD05	STUDENT-DISABILITY-DEPT-REHAB	X(01)
		Record length 27 character records	
SEEOPS	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
(Student EOPS)	GI03	TERM-IDENTIFIER	X(03)
	SB02	STUDENT-NAME-PARTIAL	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	SE01	STUDENT-EOPS-ELIGIBILITY-FACTOR	X(01)
	SE02	STUDENT-EOPS-TERM-OF-ACCEPT	X(03)
	SE03	STUDENT-END-TERM-EOPS-STATUS	X(01)
	SE04	STUDENT-EOPS-UNITS-REGISTERED	99V99
	SE05	STUDENT-EOPS-CARE-STATUS	X(01)
	SE06	STUDENT-CARE-TERM-OF-ACCEPT	X(03)
	SE07	STUDENT-CARE-MARITAL-STATUS	X(01)
	SE08	STUDENT-CARE-NUMBER-OF-DEPEND	X(01)
	SE09	STUDENT-CARE-TANF-DURATION	X(01)
	SE10	STUDENT-EOPS/CARE-WITHDRAW	X(01)
		Record length is 35 characters	
PSPBS (Student	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
Precollegiate	GI03	TERM-IDENTIFIER	X(03)
Basic Skills)	SB02	STUDENT-NAME-PARTIAL	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	PS01	PBS-STUDENT-UNITS-ACCUMULATED	99V99
	PS02	PBS-STUDENT-UNIT-LIMIT-WAIVER-STAT	X(01)
		Record length is 23 characters	

SVVATEA (Student VTEA)	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
	GI03	TERM-IDENTIFIER	X(03)
	SB02	STUDENT-NAME-PARTIAL	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	SV01	STUDENT-VOC-PROGRAM-PLAN-STAT	X(01)
	SV02	STUDENT-VTEA-FUNDED_STATUS	X(01)
	SV03	STUDENT-VTEA-ECON-DISADV-STAT	X(02)
	SV04	STUDENT-VTEA-SINGLE-PARENT-STAT	X(01)
	SV05	STUDENT-VTEA-DISPL-HOMEMKER-STAT	X(01)
	SV06	STUDENT-VTEA-COOP-WORK-EXP-ED-TYPE	X(01)
	SV07	STUDENT-CRIMINAL-OFFENDER-STATUS	X(01)
	SV08	STUDENT-VTEA-TECH-PREP-STATUS	X(01)

Record length is 27 characters

SMMATRIC (Student Matriculation)	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
	GI03	TERM-IDENTIFIER	X(03)
	SB02	STUDENT-NAME-PARTIAL	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	SM01	STUDENT-MATRICULATION-GOALS	X(04)
	SM02	STUDENT-MATRICULATION-MAJOR	X(06)
	SM03	STUDENT-MATRICULATION-SPECIAL-NEEDS	X(14)
	SM04	STUDENT-MATRIC-ORIENTATION-EXEMPT-STAT	X(04)
	SM05	STUDENT-MATRIC-ASSESSMENT-EXEMPT-STAT	X(04)
	SM06	STUDENT-MATRIC-COUNS/ADVISEMNT-EX-STAT	X(04)
	SM07	STUDENT-MATRIC-ORIENTATION-SERVICES	X(01)
	SM08	STUDENT-MATRIC-ASSESSMENT-SERV-PLACE	X(01)
	SM09	STUDENT-MATRIC-ASSESSMENT-SERV-OTHER	X(03)
	SM12	STUDENT-MATRIC-COUNS/ADVISEMNT-SERV	X(01)
	SM13	STUDENT-MATRIC-ACAD-FOLLOW-UP-SERVICES	X(01)

Record length is 61 characters

Continued on next page

XENRLM (Student Enrollment)	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
	GI03	TERM-IDENTIFIER	X(03)
	SB02	STUDENT-NAME-PARTIAL	X(03)
	SB00	STUDENT-IDENTIFIER	X(09)
	CB01	COURSE-DEPARTMENT-NUMBER	X(12)
	XB00	SECTION-IDENTIFIER	X(06)
	SX01	ENROLLMENT-EFFECTIVE-DATE	9(08)
	SX02	ENROLLMENT-DROP-DATE	9(08)
	SXD2	ENROLLMENT-CREDIT-STATUS	X(01)
	SXD3	ENROLLMENT-UNITS-ATTEMPTED	99V99
	SX03	ENROLLMENT-UNITS-EARNED	99V99
	SX04	ENROLLMENT-GRADE	X(03)
	SX05	ENROLLMENT-POSITIVE-ATTEND-HOURS	999V9
	SXD1	ENROLLMENT-1ST-CENSUS-STATUS	X(01)
	SXD4	TOTAL-HOURS	9(6)V9

Record length is 76 characters

XBSECTON (Section)	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
	GI03	TERM-IDENTIFIER	X(03)
	CB01	COURSE-DEPARTMENT-NUMBER	X(12)
	XB00	SECTION-IDENTIFIER	X(06)
	XB01	SECTION-ACCOUNTING-METHOD	X(01)
	XB02	SECTION-DATE-CENSUS-FIRST	9(08)
	XB04	SECTION-CONTRACT-EDUCATION-CODE	X(01)
	XB05	SECTION-UNITS-MAXIMUM	99V99
	XB06	SECTION-UNITS-MINIMUM	99V99
	XB08	SECTION-DSPS-SPECIAL-STATUS	X(01)
	XB09	SECTION-WORK-BASED-LEARNING-ACTIVITIES	X(01)
	XB10	SECTION-CVU-CVC-STATUS	X(01)
	XBD1	SECTION-1ST-CENSUS-HEADCOUNT-ENROLL	9(03)
	XBD3	SECTION-DAY-EVENING-CLASS-CODE	X(01)
	XBD4	SECTION-TOTAL-HOURS	9(6)V9
	XBD5	SECTION-1ST-CENSUS-STATUS	X(01)

Record length is 57 characters

XFSESION (Session)	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
	GI03	TERM-IDENTIFIER	X(03)
	CB01	COURSE-DEPARTMENT-NUMBER	X(12)
	XB00	SECTION-IDENTIFIER	X(06)
	XF00	SESSION-IDENTIFIER	X(02)
	XF01	SESSION-INSTRUCTION-METHOD	X(02)
	XF02	SESSION-DATE-BEGINNING	9(08)
	XF03	SESSION-DATE-ENDING	9(08)
	XF04	SESSION-DAYS-SCHEDULED	X(09)
	XF05	SESSION-MEETING-TIME-BEGINNING	9(04)
	XF06	SESSION-MEETING-TIME-ENDING	9(04)
	XF07	SESSION-TOTAL-HOURS	999V9

Record length is 65 characters

XEASSIGN	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
(Assignment)	GI03	TERM-IDENTIFIER	X(03)
	CB01	COURSE-DEPARTMENT-NUMBER	X(12)
	XB00	SECTION-IDENTIFIER	X(06)
	EB00	EMPLOYEE-IDENTIFIER	X(09)
	XF00	SESSION-IDENTIFIER	X(02)
	XE01	FACULTY-ASSIGNMENT-TYPE	X(01)
	XE02	FACULTY-ASSIGNMENT-PERCENT	9(03)
	XE03	FACULTY-ASSIGNMENT-FTE	999V99
	XE04	FACULTY-HOURLY-RATE	999V99
		Record length is 49 characters	

CBCRSIN	GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)
(Course)	GI03	TERM-IDENTIFIER	X(03)
	CB01	COURSE-DEPARTMENT-NUMBER	X(12)
	CB02	COURSE-TITLE	X(68)
	CB03	COURSE-TOP-CODE	X(06)
	CB04	COURSE-CREDIT-STATUS	X(01)
	CB05	COURSE-TRANSFER-STATUS	X(01)
	CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99V99
	CB07	COURSE-UNITS-OF-CREDIT-MINIMUM	99V99
	CB08	COURSE-BASIC-SKILLS-STATUS	X(01)
	CB09	COURSE-SAM-PRIORITY-CODE	X(01)
	CB10	COURSE-COOP-WORK-EXP-ED-STATUS	X(01)
	CB11	COURSE-CLASSIFICATION-CODE	X(01)
	CB13	COURSE-SPECIAL-CLASS-STATUS	X(01)
	CB14	COURSE-CAN-CODE	X(06)
	CB15	COURSE-CAN-SEQ-CODE	X(08)
	CB19	COURSE-CROSSWALK-CRS-DEPT-NAME	X(07)
	CB20	COURSE-CROSSWALK-CRS-NUMBER	X(09)
	CB21	COURSE-PRIOR-TO-COLLEGE-LEVEL	X(01)
	CB22	COURSE-NONCREDIT-CATEGORY	X(01)
		Record length is 139 characters	

Appendix E

GI03 Term-Identifier

This data element identifies a term within an academic year as well as the academic year itself. It occurs in all input records submitted by the colleges.

GI03 - Details

DED #	DATA ELEMENT NAME	FORMAT
GI03	**TERM-IDENTIFIER**	**X(03)**

CODING

It is in the format: **YYT**, where

YY = last two digits of calendar year in which the term occurs.
T = single-digit term-type identifier listed below.

CODE		TERM TYPE	CODE		TERM TYPE
5	=	Summer Term	6	=	Summer Quarter
7	=	Fall Semester	8	=	Fall Quarter
1	=	Winter Intersession	2	=	Winter Quarter
3	=	Spring Semester	4	=	Spring Quarter
0	=	Annual (enter the year in which the reporting data period ENDS), and College Calendar			
9	=	Other (Use for Employee fall first census reporting period)			

NOTE: College Calendar data is reported for the upcoming year. All other Annual submissions are reported for the preceding year.

EXAMPLES:

SEMESTER System for 2000-01 Year			QUARTER System for 2000-01 Year		
2000 Summer Term	=	005	2000 Summer Quarter	=	006
2000-01 Annual Data	=	010	2000-01 Annual Data	=	010
2000 Employee Census	=	009	2000 Employee Census	=	009
2000 Fall Semester	=	007	2000 Fall Quarter	=	008
2001 Spring Semester	=	013	2001 Winter Quarter	=	012
			2001 Spring Quarter	=	014
2001-02 College Calendar	=	020	2001-02 College Calendar	=	020

Appendix F

Reports

Following is a comprehensive list of all available reports.

Syntactical and Referential Reports

Term-End Files	Annual (SP,SF,SA)	Calendar	Employee
Syntactical Summary	Syntactical Summary	Syntactical Summary	Syntactical Summary
Syntactical Detail (SSN's)	Syntactical Detail (SSN's)	Syntactical Detail (SSN's)	Syntactical Detail (SSN's)
Summary Load Report	Summary Load Report (Syntactical)	Summary Load Report (Syntactical)	Summary Load Report (Syntactical)
Referential Summary	Referential Summary		Referential Summary
Referential Detail (SSN's)	Referential Detail (SSN's)		Referential Detail (SSN's)

Analysis Reports

Term Semester	Annual	Employee
Download.Zip	Download.Zip	Download.Zip
Care Student Served Report		Letter to the District
Categorical Comparison Report	Calendar Report	Summary Load Report
Course/Section Comparison Report	Summary Load Report - Calendar	
Primary & Secondary Disability by Contact Services	Program Awards Report	Assignment FTE
Enrollment Comparison Report	Financial Aid Report	Contract Duration
EOPS Student Served Report	Letter to the District	EEO6 Activity
WSCH Comparison Report	Summary Load Report	Ethnicity
High School of Origin Report		Gender
Letter to the District		Leave Status
Summary Load Report		Employment Status
Student Characteristics Report		Staff Report (PDF)
Selected Statistics Report		
Total Units Attempted Report		Full-time Faculty Obligation
VTEA Comparison Report		

Appendix G

Submitting Non-Term Data

The following information is provided to show the other submission types and the screens associated with them.

Step	Action
1	Press the Data Submission Link from the District Data Submission Page. California Home Thursday, May 30, 2002 Welcome to California HOLLYWOOD Chancellor's Office Home Find a College News Grants Reports Job Opportunities About Us Related Links Data Mart and Reports CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE Search My CA This Site District Data Submission The information provided here will assist the district in preparing, submitting and evaluating their term-end and annual MIS data to meet the following needs: Eliminate hardcopy reporting Consolidate data collection Data integration Provide longitudinal tracking abilities Provide flexibility to answer Ad Hoc requests Provide common accepted data definitions For Questions or Comments, please contact Kay Crabbe or Debbie Toner MIS Home General Information User's Guide Submission Timeline Data Element Dictionary Referential Edit Rules Syntactical Edit Rules Memos Contact Us District Data Submission and Output Pre-submission Data Edit Data Submission Submission Status Submission History Detail/Summary Reports Analysis Reports Referential Data Files Press Data Submission Link